

State of North Dakota

1099-MISC Reporting And Corrections Manual

September 2012



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Module 3 -1099 Vendor Reporting

This manual shows users how to maintain the 1099-MISC reporting to the IRS for North Dakota state agencies. The forms 1099-MISC must be in the mail by January 31 of each year. To obtain a shorter version in checklist form, use the Print It! button on each specific OnDemand topic to create what is called a “Job Aid.” (See Module 1 – How to use OnDemand Training for instructions.)

For detailed instructions on specific topics relating to 1099 reporting, please see [1099 Reporting for State Agencies](#).

Lesson 3.1 -1099 Reporting Within Vouchers

Vendor Reporting Within Vouchers

Agencies have a variety of ways to control their 1099-reporting while entering vouchers during the year, so they will not have so much clean-up at year end. The following information is for all users who enter vouchers - not just for the individual in charge of 1099 reporting for their agency.

For the purposes of PeopleSoft 1099 maintenance, "reportable" and "withholdable" are often used to mean the same thing.



3.1.1 -Choosing the Correct Location in Vouchers




Choose the Correct Location in Vouchers

The **Location**, not the address, determines how a vendor will be paid in voucher. The Location contains the correct method of payment (ACH or check) plus it is set up to be reportable or not, as the situation warrants. Once the voucher enterer has determined what they are paying the vendor for (services or supplies), the next step is to find the correct location.

For more information on this topic, please see the website called [Choosing the Correct Location for Your Payment](#).

Procedure

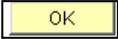
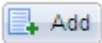


This topic covers two scenarios that demonstrate the importance of choosing the correct location when paying a vendor.

Step	Action
1.	Go to Accounts Payable > Vouchers > Regular Entry to enter a voucher. You can walk through the following exercises using the example information, <u>just be sure to not save your voucher</u> .
2.	In this example, we are going to pay a REPORTABLE vendor (Prairie Rose Data Products) for NON-REPORTABLE goods. To find the vendor, you would enter "Prairie" in the Short Name field, then click the Look up Short Vendor Name (Alt+5) button. 
3.	You may have to scroll down the page to find the vendor name you need. Click the blue hyperlink for the vendor you need. In this case: PRAIRIE ROSE DATA PRODUCTS - FARGO
4.	The vendor's default location will always fill in. Click the Look up Vendor Location (Alt+5) button to find the right one for you. 
5.	Some vendors may have several locations and you will need to select the correct one for your payment. In our example of buying supplies from Prairie Rose Data Products, we would select 1099 NON-REPORTABLE SUPPLIES .
6.	Back on the first screen, enter an Invoice Number, Invoice Date, and Amount. Click the Add button. 



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Module 3 – 1099 Vendor Reporting

Step	Action
7.	The Invoice Information page will appear. The Withholding link is going to show up even though you selected the right location, because <u>the vendor itself is reportable</u> . Click this link to make sure that your voucher will report correctly - or not report, in this case. Withholding
8.	The Withholding Information screen will pop up. Because you selected a location that was set up as "non-reportable," the Withholding Details on this screen are blank. That is what you want to see when you are purchasing goods or commodities. Click the Back to Invoice link after verifying that everything looks correct. Back to Invoice
9.	Whenever you are using a non-reportable location on a reportable vendor, you will receive an error message that reads: Invoice line is withhold applicable but withholding information not provided (7030,347) No withholding information has been entered for the voucher line that is marked as withholding. Press CANCEL to go back and enter the withholding information. Press OK to change all voucher lines to non-withholding and save the voucher.
10.	Since we do not want reporting on this voucher, click the OK button, as stated on the last line. 
11.	Scroll to the bottom of the page and click the  button. <u>For training purposes only</u> , when you receive the warning message to Save or Cancel the sample voucher, click Cancel ."
12.	This next example will show how a reportable vendor (Midcontinent Business Solutions) can have a variety of reportable and non-reportable locations to choose from.
13.	Enter "midco" in the Short Vendor Name field and Click the Look up Short Vendor Name (Alt+5) button. 
14.	Click the MIDCONTINENT BUSINESS SOLUTIONS link.
15.	Click the Look up Vendor Location (Alt+5) button to see what locations are available for this vendor. 

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Module 3 – 1099 Vendor Reporting



Step	Action
16.	<p>For this vendor, there are three locations on this screen that most users should never select in a voucher:</p> <ol style="list-style-type: none"> 1. MAIN - this one tells you to select another location. 2. 614291 - If you do not work for Voc Rehab, you will never use this. 3. BIDS - This is for the bidder system information only, not payments. <p><u>Therefore, your only payment choices for this vendor are:</u></p> <ol style="list-style-type: none"> 1. 1099REPORT - For services other than advertising. 2. 2REMIT- Midcontinent wants their advertising payments to go to a specific address, so you would select this location for advertising bills. 3. REMIT - Non reportable payments for utilities (monthly cable) or supplies. <p>Click the ADVERTISING-3901 N LOUISE AVE link for this topic.</p>
17.	<p>Finish entering the Invoice Number, Invoice Date, and Amount. Then click the Add button. </p>
18.	<p>Again, because the Withholding link appears, we will want to make sure that the screen is set up correctly for our payment. <u>This is a good habit for all voucher enterers to get into.</u></p> <p>Withholding</p>
19.	<p>The Withholding Information page shows that the location we selected is set up for reporting on withholding class 07 as it should be for advertising expenses. Click the Back to Invoice link.</p> <p>Back to Invoice</p>
20.	<p>After checking the withholding link, users would normally budget check the voucher and continue processing it for payment. We will stop here for this topic.</p>
21.	<p>You have just seen a variety of ways to select the proper location for your vouchers. These instructions demonstrate how important this is for entering vouchers correctly. It will also save time when it comes to cleaning up your agency's 1099-MISC reporting.</p> <p>End of 3.1.1.</p>



3.1.2 -Paying Employees

Paying State Employees

Specific rules are to be followed when making all payments to employees:

- When using PeopleSoft Financials, a "state employee" is defined as a worker employed by a state agency on the PeopleSoft payroll system and who has been assigned an employee ID (EMPL ID).
- Even though a worker is employed by a state agency other than the one making the reimbursement, that worker is still considered a "state employee."
- All payments to employees of state agencies are to be made using the EMPL ID.
- This rule does not apply to employees of the ND University System, however. Please submit a request to the [Vendor Registry Work Request System](#) for a separate vendor number to be set up for a Higher Ed employee.
- If a payment to an employee needs to be reported on a 1099, regardless of the dollar amount, a second location called **1099** will be added to the employee's vendor that will allow reporting.
- The default location will remain HOME as entered automatically through Payroll. You can choose the correct location while entering the voucher. This topic will walk the user through the various options.

There is much more information on this topic available at: [Paying State Employees](#). Please refer to that website as well.

Procedure

This topic shows how to pay employees of state agencies for reimbursements or temporary, reportable services.

PLEASE NOTE: Any employee paid for regularly scheduled services outside of their normal scope of work should be set up on payroll as a "multiple job" employee. These instructions are for one-day or occasional stipends for performing work for another agency than their employer.

The following instructions involve screen shots as it would be impossible to enter your own sample voucher without knowing an employee's vendor number that has 1099 reporting on it.

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Module 3 – 1099 Vendor Reporting



Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

Home Worklist MultiChannel Console Add To Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID: 7999999

Vendor Location:

Address Sequence Number: 0

Invoice Number:


Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
1.	In the first example we are going to reimburse a fictitious employee for travel reimbursements.
2.	Click the Look up Vendor ID (Alt+5) button. 



Training Guide

Module 3 – 1099 Vendor Reporting

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndf/q/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Look Up Vendor ID

SetID: SHARE

Vendor ID: begins with 7999999

Short Vendor Name: begins with

Name 1: begins with

Classification: =

Persistence: =

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1 of 1 Last

Vendor ID	Short Vendor Name	Name 1	Classification	Persistence
7999999	7999999-001	TEST EMPLOYEE	Employee	Regular

Step	Action
3.	By looking up the Vendor ID, the voucher user can make sure the correct name matches up with the EMPL ID entered.

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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

NDFQ

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32500

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: 7999999-001

Vendor ID: 7999999

Vendor Location: HOME

Address Sequence Number: 1

Invoice Number:


Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
4.	Let's check out the location next. Click on the lookup icon. 



Training Guide

Module 3 – 1099 Vendor Reporting

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Look Up Vendor Location

SetID: SHARE

Vendor ID: 7999999

Vendor Location: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-2 of 2 Last

Vendor Location	Description
1099	1099 REPORTABLE SERVICES
HOME	EMPLOYEES HOME ADDRESS

Step	Action
5.	<p>We will stop here and explain the different locations an employee can have. <u>The location of HOME will always be the default location</u>; this means that if no location is selected by the user, this one will fill in. The HOME location is to be used for all reimbursements, especially travel. There is no 1099 reporting set up on this location.</p> <p>If a state employee receives the occasional payment for services outside the scope of their normal work duties, such as a speaking fee, they will have another location set up called 1099 REPORTABLE SERVICES. This location is set up for reporting on a 1099-MISC form.</p> <p>In this case, we want the HOME link.</p>

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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/jsp/ndrq/EMPLOYEE/ERP/q/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32560

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: 7999999-001

Vendor ID: 7999999

Vendor Location: HOME

Address Sequence Number: 1

Invoice Number: trip to washington DC

Invoice Date: 08/09/2009

Gross Invoice Amount: 1234.56

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
6.	Complete this page by entering the Invoice Number, Invoice Date, and Gross Invoice Amount.
7.	Click the Add button.





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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: Trip to Washington DC Budget Status:

Voucher ID: NEXT Invoice Date: 08/09/2009

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 7999999

Name: 7999999-001

Location: HOME

*Address: 1 Advanced Vendor Search

TEST EMPLOYEE

EMPLOYEES HOME ADDRESS

ANYWHERE AVE

BISMARCK, ND 58501

*Pay Terms: 00 Now

Control Group:

Accounting Date: 09/25/2009

*Currency: USD

Total: 1,234.56 Calculate

Basis Dt Type Inv Date

Comments(0)

Non Merchandise Summary

Session Defaults

Withholding

Packing Slip:

Invoice Lines

Line 1 Distribute by Amount Item Description Quantity UOM Unit Price Extended Amount

1 Amount SpeedChart 1,234.56

Ship To BLHSC

Use One Asset ID Calculate

Distribution Lines

GL Chart Exchange Rate Statistics Assets

Copy Down Amount Quantity *GL Unit Account Oper Unit Fund Dept Class Budget Date PC Bus Unit Project Activity Source Type

1 1,234.56 32500

Business Unit: 32580

Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
8.	Click the Withholding link. Even though we know that there should be no reporting on the HOME location, it is smart to always double check if you see this link appear. Withholding

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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndfql/EMPLOYEE/ERP/q/ENTER_VOUCHER_INFORMATION.VOHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: trip to washington DC Vendor: 7999999 TEST EMPLOYEE
 VAT Entity: Voucher: NEXT Date: 08/09/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information Find View All First 1 of 1 Last

Line	Description	Withholding Code	Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details Customize Find View All First 1 of 1 Last

	Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1								Payment	<input type="checkbox"/>

Step	Action
9.	<p>This page is blank, the way it should be. Click the Back to Invoice link.</p> <p>Back to Invoice</p>



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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/nd/q/EMPLOYEE/ERP/q/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

NDFQ

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: trip to washington DC Budget Status:

Voucher ID: NEXT Invoice Date: 08/09/2009

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 7999999 Pay Terms: 00 Now Basis Dt Type Inv Date

Name: 7999999-001 Control Group: Comments()

Location: HOME Accounting Date: 09/25/2009

Address: 1 Advanced Vendor Search Non Merchandise Summary

TEST EMPLOYEE EMPLOYEES HOME ADDRESS Session Defaults

ANYWHERE AVE Withholding

BISMARCK, ND 58501

Total: 1,234.56 Calculate

Packing Slip:

Invoice Lines Find View All First 1 of 1 Last

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						1,234.56

Ship To: BLHSC SpeedChart 0202 Use One Asset ID Calculate

Distribution Lines Customize Find View All First 1 of 1 Last

Copy Down	Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Dept	Class	Budget Date	PC Bus Unit	Project	Activity	Source Type
1	1,234.56		32500	521075	901	212	0202	90170	09/25/2009	32500	Z212	00	FFY07

Business Unit: 32580

Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines 0.000

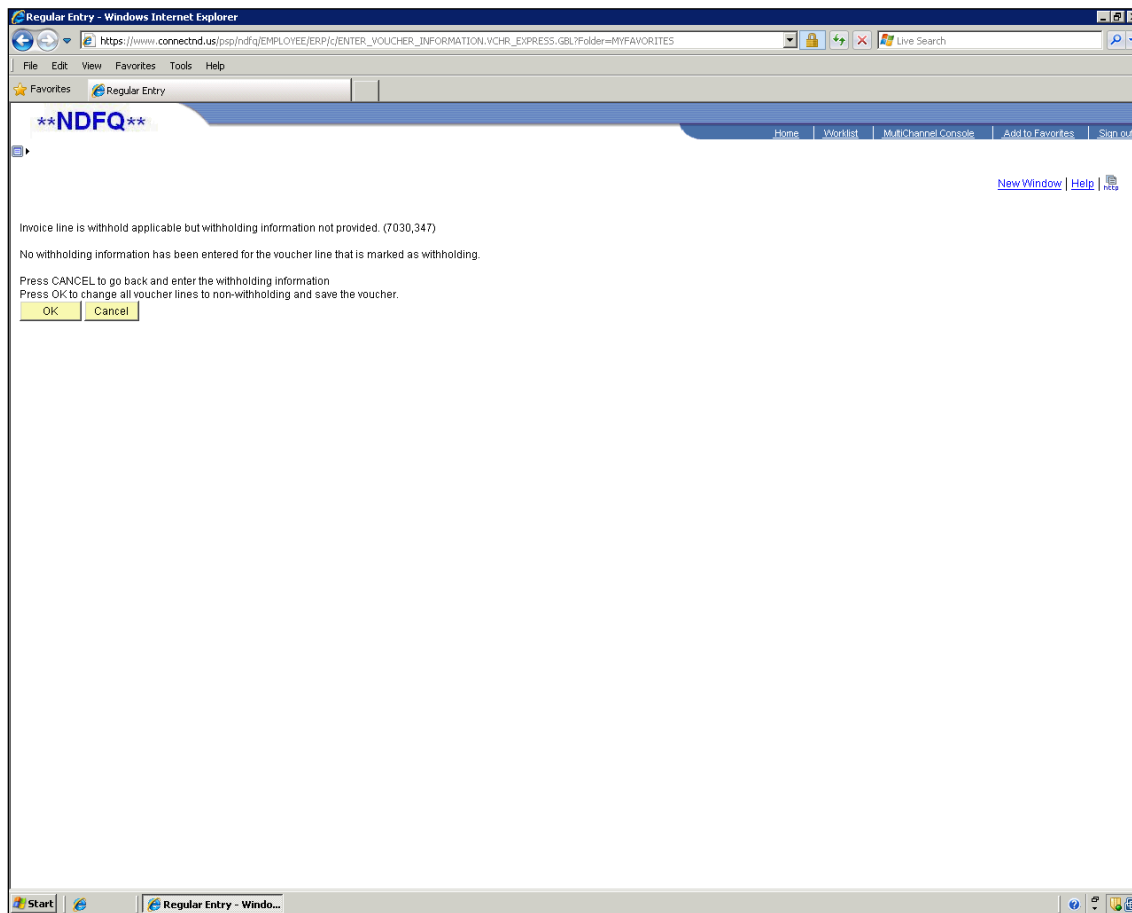
Misc Charge Amount

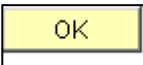
Freight Amount

Step	Action
10.	Voucher users would continue entering in the accounting information necessary for this travel reimbursement and save the voucher. Upon saving, the user will get the warning on the screen on the next page.

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Module 3 – 1099 Vendor Reporting



Step	Action
11.	<p>This screen will appear whenever a <u>non-reportable location</u> is used on a reportable vendor; in this case, an employee that also receives contract pay.</p> <p>Click OK to keep the reimbursement non-reportable.</p> 



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Module 3 – 1099 Vendor Reporting

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/bsp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help

****NDFT****

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID: 7999999

Vendor Location:

Address Sequence Number: 0

Invoice Number:


Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
12.	In the next example we are going to pay this same employee a one-time payment for contract work.
13.	An employee vendor ALWAYS defaults to their HOME location, which is not set up for reportable payments. Click the Look up Vendor Location (Alt+5) button. 

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Module 3 – 1099 Vendor Reporting



Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBLPORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help

Look Up Vendor Location

SetID: SHARE
Vendor ID: 7999999
Vendor Location: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-2 of 2 Last

Vendor Location Description
1099 1099 REPORTABLE SERVICES
MAIN HOME

Start Regular Entry - Windo...

Step	Action
14.	This screen shows how Vendor Registry labels the location for employees. Use the 1099 REPORTABLE SERVICES link.



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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: 7999999-001

Vendor ID: 7999999

Vendor Location: 1099

Address Sequence Number: 1

Invoice Number: PAY FOR SERVICES


Invoice Date: 06/30/2009

Gross Invoice Amount: 800.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
15.	Finish entering your information on this page.
16.	Click the Add button. 

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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBLPORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_c

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: PAY FOR SERVICES Budget Status:

Voucher ID: NEXT Invoice Date: 06/30/2009

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 7999999 Name: 7999999-001 Location: 1099 Address: 1 Advanced Vendor Search

TEST EMPLOYEE
EMPLOYEES HOME ADDRESS
ANYWHERE AVE
BISMARCK, ND 58501

Pay Terms: 00 Now Basis Dt Type Inv Date

Control Group: Accounting Date: 07/02/2009

Currency: USD Total: 600.00 Calculate

Comments(0)
Non Merchandise Summary
Session Defaults
Withholding

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						600.00

Ship To: BLHSC SpeedChart 0202 Use One Asset ID Calculate

Distribution Lines

Copy Down	Amount	Quantity	GL Unit	Account	Open Item	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type
1	600.00		32500	623085		901	212	0202		90170	32500	Z212	00	FFY07

Business Unit: 32580 Voucher ID: NEXT Print Invoice

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
17.	It is good practice to always click the Withholding link if it shows up on a voucher. Withholding



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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspl/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: PAY FOR SERVICES Vendor: 7999999 TEST EMPLOYEE
 VAT Entity: Voucher: NEXT Date: 06/30/2009

Withholding Option

Postpone Withholding ☐


Invoice Line Withhold Information Find | View All First 1 of 1 Last

Line	Description	Withholding Code	*Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details Customize | Find | View All First 1 of 1 Last

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07			Payment	<input checked="" type="checkbox"/>

Start Regular Entry - Windo...

Step	Action
18.	<p>As you can see, there is withholding information associated with this location. Click the Look up Class (Alt+5) button if you need to see if any other withholding classes are available.</p> 

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Module 3 – 1099 Vendor Reporting



Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help

Look Up Class

Vendor SetID: SHARE
 Vendor ID: 7999999
 Vendor Location: 1099
 Withholding Entity: IRS
 Withholding Jurisdiction: FED
 Withholding Type: 1099
 Withholding Class: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-2 of 2 Last

Withholding Class	Description
03	Other Income
07	Non-Employee Compensation

Start Regular Entry - Windo...

Step	Action
19.	In this situation we want to leave the class as 07 for Non-Employee Compensation because the payment is for services. Class 03 should be used for unearned income only (no services were provided).



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Module 3 – 1099 Vendor Reporting

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: PAY FOR SERVICES Vendor: 7999999 TEST EMPLOYEE
VAT Entity: Voucher: NEXT Date: 06/30/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information Find | View All First 1 of 1 Last

Line	Description	Withholding Code	*Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details Customize | Find | View All First 1 of 1 Last

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>

Step	Action
20.	Click the Back to Invoice link. Back to Invoice

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Module 3 – 1099 Vendor Reporting



Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/JEP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_FTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: PAY FOR SERVICES Budget Status:

Voucher ID: NEXT Invoice Date: 08/30/2009 Run Print Invoice

Voucher Style: Regular Action:

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 7999999 Name: 7999999-001 Location: 1099 Address: 1 Advanced Vendor Search

TEST EMPLOYEE
EMPLOYEES HOME ADDRESS
ANYWHERE AVE
BISMARCK, ND 58501

*Pay Terms: 00 Now Basis Dt Type Inv Date

Control Group: Accounting Date: 07/02/2009 Comments(0)

*Currency: USD Non Merchandise Summary

Total: 600.00 Calculate Session Defaults Withholding

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						600.00

Ship To: BLHSC SpeedChart 0202 Use One Asset ID Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Amount	Quantity	GL Unit	Account	Open Item	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type
1					600.00		32500	623085		901	212	0202		90170	32500	2212	00	FFY07

Business Unit: 32580 Voucher ID: NEXT Print Invoice

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
21.	After checking the withholding link, you can save and budget check the voucher.
22.	<p>You have just seen how to select the proper location when paying state employees. By selecting the correct location for your situation, you can save your agency and the employee a headache!</p> <p>If you would like more detailed information on paying employees, please see the web site at Paying State Employees.</p> <p>End of 3.1.2.</p>



3.1.3 -Checkoff Refunds from Commodity Groups

Checkoff Refunds from Commodity Groups

This topic concerns AP users from the agricultural commodity groups that enter vouchers for their check-off refunds of grain tax assessments. It can also be instructional to other agencies as to why they should not select any location that says "Commodity Group Use Only."

Procedure

Several state agencies are also agricultural commodity groups, who do special reporting on an IRS 1099-G form. Vendor Registry has set up unique locations for them to use. For this exercise, pretend that you need to refund a tax assessment for an agricultural commodity.

Like the previous example for paying state employees, screen shots are used in the following pages rather than using personal information on a vendor.

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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/ssp/ndft/EMPLOYEE/ERP/C/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

NDFT

Home Worklist Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID: 0000109213

Vendor Location:

Address Sequence Number: 0

Invoice Number:


Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
1.	Go to Accounts Payable > Vouchers > Regular Entry again. Regular Entry
2.	Enter the correct vendor number into the Vendor ID field.
3.	Click the Look up Vendor ID (Alt+5) button to verify the vendor name. 



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Module 3 – 1099 Vendor Reporting

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndn/EMPLOYEE/JRP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: REPORTABLE-001

Vendor ID: 0000109213

Vendor Location: MAIN

Address Sequence Number: 1

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
4.	Next, click the Look up Vendor Location (Alt+5) button. 

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Module 3 – 1099 Vendor Reporting



Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/JRP/C/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help

Look Up Vendor Location

SetID: SHARE

Vendor ID: 0000109213

Vendor Location: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-2 of 2 Last

Vendor Location	Description
1099-G	COMMODITY GROUP USE ONLY
MAIN	ALL PYMTS REPORTABLE OR NOT

Step	Action
5.	In this case, we need to make sure that the location called "1099-G" is selected. (As you can see by the description, only commodity group agencies should use this location.) Click the COMMODITY GROUP USE ONLY link.



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Module 3 – 1099 Vendor Reporting

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/hndt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

★ Favorites Regular Entry

★★ NDFT ★★

Home Voucherlist MultiChannel Console Add to Favorites Sign out

[New Window](#) [Help](#)

Voucher

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: REPORTABLE-001

Vendor ID: 0000109213

Vendor Location: 1099-G

Address Sequence Number: 1

Invoice Number: refund tax assessment

Invoice Date: 06/22/2009

Gross Invoice Amount: 50.00

Lines Entered: 1

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
6.	Complete the rest of the fields on this page. Click the Add button. Add

Training Guide

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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/C/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTQNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: Refund of tax assessment Budget Status:

Voucher ID: NEXT Invoice Date: 06/24/2009

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000109213

Name: REPORTABLE-001

Location: 1099-G

Address: 1099 REPORTABLE TEST VENDOR
ADDRESS WHERE 1099 WILL BE
MAILED
PO BOX NOWHERE
BISMARCK, ND 58505-0000

Pay Terms: 00 Now

Control Group:

Accounting Date: 07/02/2009

Currency: USD

Total: 50.00 Calculate

Basis Dt Type Inv Date

Comments(0)

Non Merchandise Summary

Session Defaults

Withholding

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						50.00

Ship To: BLHSC

SpeedChart

Use One Asset ID Calculate

Distribution Lines

Copy Down	Amount	Quantity	GL Unit	Account	Open Item	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type
1	50.00		32500											

Business Unit: 32580

Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines: 0.000

Misc Charge Amount:

Freight Amount:

Step	Action
7.	<p>This voucher is a perfect example of where the vendor is reportable, but the payment we are making is not.</p> <p>Click the Withholding link to double-check that there will be no reporting.</p> <p>Withholding</p>



Training Guide

Module 3 – 1099 Vendor Reporting

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

NDFT

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: Refund of tax assessment Vendor: 0000109213 1099 REPORTABLE TEST VENDOR
 VAT Entity: Voucher: NEXT Date: 06/24/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information Find | View All | First 1 of 1 Last

Line	Description	Withholding Code	*Withholding Applicable
1			<input checked="" type="checkbox"/>

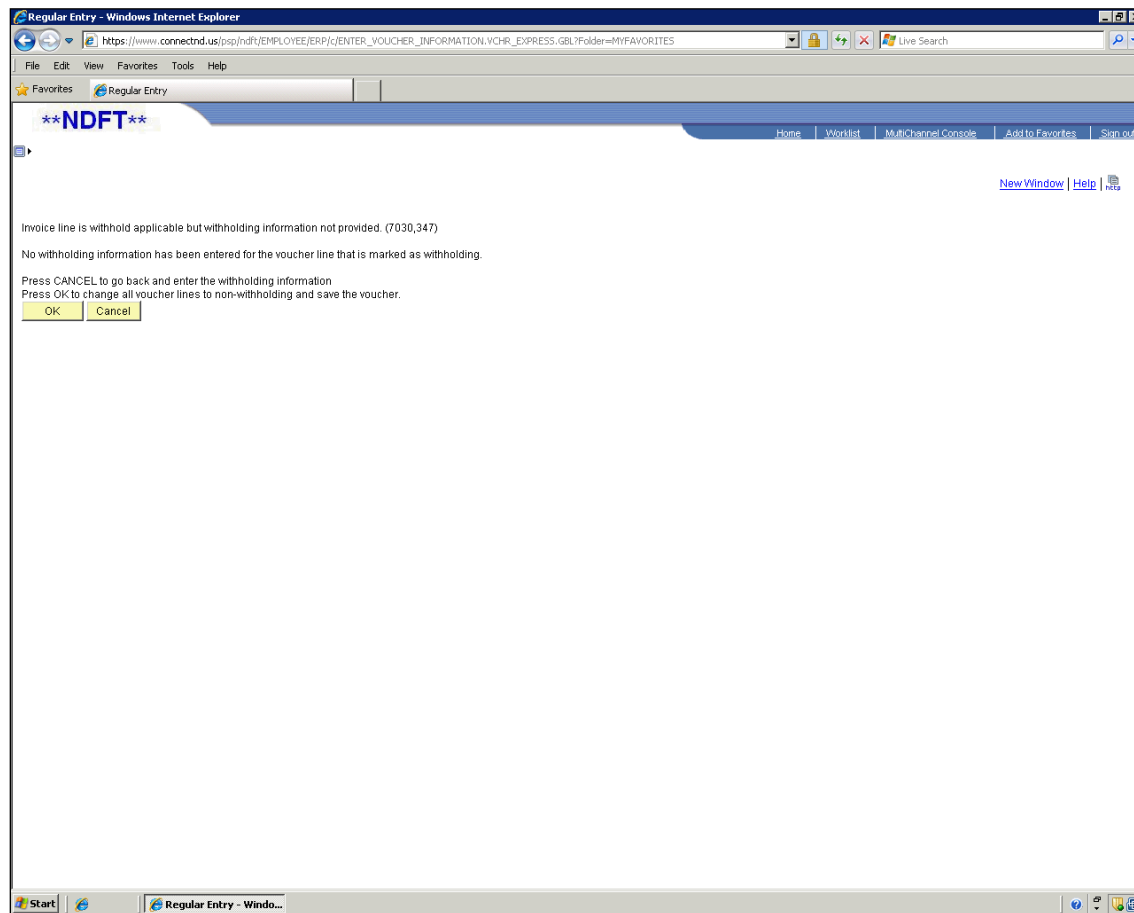
Withholding Details Customize | Find | View All | First 1 of 1 Last

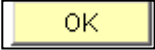
	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1								Payment	<input type="checkbox"/>

Step	Action
8.	There is no 1099 information filled in above because we selected the correct location. That means there will be no reporting on this voucher. Click the Back to Invoice link. Back to Invoice
9.	Whenever a non-reportable location is selected on a reportable vendor (such as this vendor), the user will get the error message on the next screen after clicking SAVE.

Training Guide

Module 3 – 1099 Vendor Reporting



Step	Action
10.	<p>This warning message will appear when saving a voucher on a reportable vendor where the 1099 information is removed, like in our current example. The system is giving you the option of going back to enter the missing withholding information - by clicking CANCEL - or keeping the voucher lines as non-withholding - by clicking OK.</p> <p>Since we do not want reporting on this voucher, click the OK button.</p> 
11.	<p>After clicking the OK button, users would normally budget check the voucher and continue processing it for payment. We will stop here for this topic.</p>
12.	<p>This topic is important for all users that enter vouchers for state commodity groups. It also serves as an example to other agencies why they should NOT be using this location for their payments.</p> <p>End of 3.1.3.</p>



3.1.4 -How to Remove Withholding in Voucher




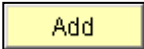
How to Remove Withholding in Voucher

The following is a short topic to show how easy it is to remove withholding from a voucher, based upon the reason for the payment, not the vendor itself. For more details about this important distinction, please read [Reportable Vendors vs Reportable Payments](#).

For more information about the **withholding** link in vouchers, see the other OnDemand topics or this website: [Correcting Withholding Information Within Voucher](#).

Procedure

Quite often voucher users will have to make a payment to a **vendor** that is reportable (an individual, partnership, etc.), but the **reason** for the payment is not reportable on a 1099-MISC form. In the following example, we are going to buy some electric cable (non-reportable good) from a business that is a sole proprietorship (reportable vendor).

Step	Action
1.	Click the Accounts Payable > Add/Update > Regular Entry link to begin a new voucher.
2.	To search for Johnson Electric, enter " johnson " into the Short Vendor Name field. Click the Look up Short Vendor Name (Alt+5) button. 
3.	Since Johnson is a popular name, you will have to look for the correct vendor name. Click the JOHNSON ELECTRIC link to use in this voucher. 
4.	Voucher enterers should always verify that they are using the correct location on a vendor. Click the Look up Vendor Location (Alt+5) button. 
5.	In this case, this vendor has only the MAIN location, so go ahead and click the Cancel button to get out of that screen.
6.	Complete the remaining fields on this page for the Invoice, Date, and Amount. Click the Add button. 
7.	Since we are purchasing a tangible good like electrical cable, we will want to make this payment not reportable on a 1099-MISC. Click the Withholding link on the Invoice Information page. The screen on the next page will appear.

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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/jsp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VOHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VOHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: Purchase Electric Cable Vendor: 0000019192 JOHNSON ELECTRIC
 VAT Entity: Voucher: NEXT Date: 06/01/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information

Find View All First 1 of 1 Last

Line	Description	Withholding Code	Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details

Customize Find View All First 1 of 1 Last

	Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>

Step	Action
8.	It is best to remove <u>both</u> checkmarks wherever it says Withholding Applicable on this page.
9.	Click the Back to Invoice link at the top left of the screen. This will save your changes to this page. Back to Invoice
10.	IMPORTANT: After the user is done entering the rest of the voucher information and clicks SAVE, they may receive a warning message about the withholding information. If such a message appears, just click OK to keep the voucher non-reportable.
11.	That is all there is to removing withholding on a voucher! End of 3.1.4.



3.1.5 -Selecting the Correct Withholding Class

Selecting the Correct Withholding Class






Whenever the withholding link shows up in a voucher, the user must make some further decisions than just entering the correct accounting chartfields.

1. First, the correct location must be selected (see topic 3.1.1 on Choosing the Correct Location).
2. Second, decide whether or not the reason for the payment is reportable.
3. If it is, the next step is to determine the appropriate withholding class for that particular payment. That choice will be addressed in the following topic.

1099-MISC reporting is sent to the IRS by separate **withholding classes**. For a complete description of these classes, see the web page at [Explanation of Different Withholding Classes](#).

Procedure

The following screens show how to change the withholding class from the default that will automatically fill in on a reportable vendor.

Step	Action
1.	Start a new voucher by going to Accounts Payable > Vouchers Regular Entry . 
2.	In this sample voucher, we are going to pay Twin City Roofing for leasing some equipment from them. Enter " 0000000354 " into the Vendor ID field or look up "Twin City" in the Short Name field.
3.	Click the Look up Vendor Location (Alt+5) button. 
4.	Two locations will appear: BIDS (for SPO Use Only) and MAIN. If your agency is not "SPO," click the MAIN link. 
5.	In this example, we are going to pay this vendor \$500.00 for rent. Click the Add button when this page is complete with Invoice Number, Date, and Amount. 
6.	Click the Withholding link on the Invoice Information page. 

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Module 3 – 1099 Vendor Reporting



Step	Action
7.	<p>Before we continue, the concept of a default withholding class must be explained. All vendors with 1099 information must have one class set up as a default in case the voucher enterer forgets to select one. Since most 1099-MISC reporting is made on the 07 class for Nonemployee Compensation (services), Vendor Registry usually sets up new reportable vendors with this default.</p> <p>Just because this default class fills in automatically, it does not mean that it cannot be changed. Agencies must determine which class will best apply to each payment.</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/JENTER_VOUCHER_INFORMATION.VOCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VOCHR_EXPRESS_C

File Edit View Favorites Tools Help

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: Change withholding class Vendor: 0000109213 1099 REPORTABLE TEST VENDOR

VAT Entity: Voucher: NEXT Date: 06/05/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information Find | View All First 1 of 1 Last

Line	Description	Withholding Code	*Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details Customize Find | View All First 1 of 1 Last

	Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>

Step	Action
8.	<p>To see which withholding classes are available for this vendor, click the Look up Class (Alt+5) button. </p>



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Module 3 – 1099 Vendor Reporting

Look Up Class

Vendor SetID: SHARE
Vendor ID: 0000000354
Vendor Location: MAIN
Withholding Entity: IRS
Withholding Jurisdiction: FED
Withholding Type: 1099
Withholding Class: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

Withholding Class	Description
01	Rents
02	Royalties
03	Other Income
06	Medical and Health Care Pymnts
07	Non-Employee Compensation

Step	Action
9.	<p>A pop-up screen will appear. In this example, the vendor has five different classes set up. Since we want to make a rent payment to this vendor, click the 01 link. 01</p> <p>If the class you need for your voucher does not appear in this list, contact Vendor Registry right away through their Work Request System, and they will set up the classes necessary for payments to this vendor.</p>
10.	<p>Click the Back to Invoice link.</p> <p>Back to Invoice</p>
11.	<p>This concludes the instructions on how to change a vendor's withholding class.</p> <p>End of 3.1.5.</p>



3.1.6 -Reportable & Nonreportable - Using the Override Field


Reportable and Nonreportable - Using the Override Field

Following are instructions on the quickest method to reduce the amount that should be reported on a 1099-MISC from the total voucher amount.

Procedure

There is an easy way to change the amount reported on a 1099-MISC form instead of just reporting the entire voucher amount. Some examples of when you may have to split the voucher amount between reportable services and non-reportable payments:

1. Repairs that involve parts and labor
2. Paying for contracted services and reimbursing travel expenses

Step	Action
1.	Start a new voucher by navigating to Accounts Payable > Vouchers > Regular Entry .
2.	We are going to use vendor #" 0000099644 " in this voucher. (There is only one location of MAIN for this vendor, so you can skip looking up the location.)
3.	We are going to pay this plumber \$1,000.00. Click the Add button after completing the remaining fields on this page. 
4.	Of that \$1,000, only \$600 is for services provided. Click the Withholding link on the Invoice Information page for a quick method of changing the reportable amount. Withholding The screen on the next page will show you how.



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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspl/ndft/EMPLOYEE/JRP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: Use override field Vendor: 0000099644 B & L PLUMBING
VAT Entity: Voucher: NEXT Date: 06/20/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information

Find | View All | First | 1 of 1 | Last

Line	Description	Withholding Code	*Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details

Customize | Find | View All | First | 1 of 1 | Last

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07	600.00			Payment	<input checked="" type="checkbox"/>

Step	Action
5.	Enter " 600.00 " into the Withholding Basis Amt Override field.
6.	Click the Back to Invoice link, which will save your change. Back to Invoice
7.	This method is especially useful when the agency is only using one invoice line or one distribution line to charge the entire voucher amount to a single account or speedchart. By using the override field, only the \$600 will be reported on this sample voucher.
8.	It is not immediately apparent that only \$600 of this voucher will be reported – you have to trust that the override field will work. After this voucher has posted, check the Vendor Balances by Class screen. It should show only \$600 was reported on this particular voucher. (If you do not know how to look up the Vendor Balances by Class , see 3.4.1 on pages 90-97.)
9.	If this method does not work for you, see the next topic called "Using Two Invoice Lines" to see how to split the reportable amount from the non-reportable amount within a voucher. Otherwise, these steps are all you have to do to reduce the amount that is reported! End of 3.1.6.



3.1.7 -Reportable & Nonreportable - Using Two Invoice Lines



Reportable & Nonreportable - Using Two Invoice Lines

See Topic 3.1.6 for the easiest way to split a voucher between reportable and non-reportable amounts. However, that method will not work in every situation. The following topic shows an alternate way to split 1099-MISC reporting by using two invoice lines instead.

Procedure

Payments for repairs often contain non reportable items like parts and reportable services such as labor. This learning topic will demonstrate how to enter two invoice lines on a voucher when you want to split out the payment for reporting on a 1099-MISC form.

See also the topic on "**Using the Override Field**" which provides essentially the same end result, but is an easier procedure.

Step	Action
1.	Go to Voucher Regular Entry for a new voucher and enter " 0000099644 " into the Vendor ID field for this example.
2.	Continue entering the fields on this page, but <u>be sure to not click "Add" until you read the next step!</u>
3.	NOTE: This is where we differ from entering most vouchers. To split your voucher between a line that needs to be reported on a 1099-MISC and a line that is non-reportable, enter " 2 " into the Lines Entered field.
4.	Now click the Add button. 
5.	We are going to use the two invoice lines of this voucher to separate the costs of parts and labor. Enter the desired speedchart or chartfield data for repair parts on the first invoice line.
6.	Click the View All link on the far right of the screen to see both invoice lines. 
7.	Since the second invoice line is going to be for the reportable amount, enter a speedchart or chartfield data for services field.



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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

Vendor: 0000098644
Name: B & L PLUM-001
Location: MAIN
Address: 1
B & L PLUMBING
411 5TH AVE C
LISBON, ND 58054

*Pay Terms: 00 Now
Control Group:
Accounting Date: 08/06/2009
Currency: USD
Total: 750.00 Calculate

Basis Dt Type Inv Date
Comments(0)
Non Merchandise Summary
Session Defaults
Withholding

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						250.00

Ship To: BLHSC
SpeedChart: 0202

Use One Asset ID Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	FFY											
Cont Down	Amount	Quantity	GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type	
1	0.00		32500	534035		901	212	0202			90170	32500	Z212	00	FFY07

Line 2: Amount, Description, Quantity, UOM, Unit Price, Extended Amount: 0.00

Ship To: BLHSC
SpeedChart: 0202

Use One Asset ID Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	FFY											
Cont Down	Amount	Quantity	GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type	
1	0.00		32500	621325		901	212	0202			90170	32500	Z212	00	FFY07

Business Unit: 32580
Voucher ID: NEXT
Print Invoice

Balancing

Invoice Lines: 0.000
Misc Charge Amount:
Freight Amount:

Step	Action
8.	Change the amount in the Extended Amount field for the cost of the parts involved on the first invoice line. Enter "250.00" .
9.	Change the Extended Amount field on this line to represent the cost of the services. Enter "500.00" here.
10.	Let's see what the Withholding link looks like now. Withholding

Training Guide

Module 3 – 1099 Vendor Reporting



Regular Entry - Windows Internet Explorer

https://www.connectnd.us/bsp/ndit/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_E/EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | News

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: Split labor & parts Vendor: 0000099644 B & L PLUMBING
 VAT Entity: Voucher: NEXT Date: 06/10/2009

Withholding Option
 Postpone Withholding ☐

Invoice Line Withhold Information

Find | View 1 | First 1,2 of 2 | Last

Line	Description	Withholding Code	*Withholding Applicable
1			<input type="checkbox"/>

Withholding Details Customize | Find | View All | First 1 of 1 | Last

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07				Payment	<input type="checkbox"/>

Line 2

Line	Description	Withholding Code	*Withholding Applicable
2			<input checked="" type="checkbox"/>

Withholding Details Customize | Find | View All | First 1 of 1 | Last

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>

Start Regular Entry - Windo...

Step	Action
11.	Make sure that both invoice lines appear on this screen by clicking 'View All' if necessary.
12.	We do not want Line 1 to be reportable, because it is for the parts amount. Click the Applicable option A . Click the Withholding Applicable option B to remove this checkmark as well.
13.	Leave the second line alone to report the \$500.00 in services. Click the Back to Invoice link. Back to Invoice
14.	Once you are confident that the right amount will be reported on this voucher, save and budget check as normal.
15.	PLEASE NOTE: As far as the IRS is concerned, it is perfectly legal to report the entire bill for repairs, parts and labor included. This is especially true if the parts were "incidental," or a required part of the repair. If an agency buys extra supplies to have on hand, they would not be reportable. End of 3.1.7.



Lesson 3.2 – Running 1099 Queries

Running 1099 Queries

Navigation: **Reporting Tools>Query>Query Viewer**

Queries have been developed to help agencies track payments that may or may not show up on the 1099 reporting tables. Users do not need to have the 1099 Maintenance role to run these, but they do need access to Query Viewer.

The following queries will be discussed along with how to read and use them before doing any maintenance online:

- NDS_1099_MISMATCH
- NDS_1099_ACTIVITY
- NDS_ACCOUNT_INQUIRY

The first two are both required to be run and reviewed by agencies each year. The third query is to provide additional information only.

3.2.1 – Mismatch Report

Reporting Tools > Query Viewer > NDS_1099_MISMATCH

This query replaces the online report that came delivered with PeopleSoft. This query is better to use than the online version for these reasons:

- 1) Users do not need the 1099 Maintenance Role, just access to Query Viewer;
- 2) We have expanded the query to include account numbers per request by agencies;
- 3) By downloading the query into a spreadsheet, users can sort the information in any format they choose.

This query is a good starting point in your 1099 maintenance. Like the old Mismatch Report, this query will identify those vouchers that have a different withholding status than the vendor.

How to Run Queries

Search for the query name above, then select 'Run to Excel.' Enter your business unit in the prompt and the date range you wish to check on. Click 'view Results.' Agencies need to keep in mind the following items:

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- If your agency uses more than one business unit, you will have to run this report for each unit.
- If your agency has a lot of voucher transactions – whether or not your agency is one of the larger ones – you may want to run this query for a month or a quarter at a time. The query will time-out if there are too many transactions.

Reading the Results

While analyzing the query results, take notice that your vouchers are broken down by voucher line and distribution line. If you do have more than one line in either column, the total voucher amount may show up more than once in the last column.

Example: A voucher has three invoices lines. This is what the query will show:

Voucher Line	Account	Line Amount	Gross Amount
1	521075	443.520	615.220
2	521080	161.700	615.220
3	521025	10.000	615.220

The amount of the voucher is only \$615.22 – the query just has to list the amount for every voucher or distribution line.

Line W/H

If there is an “N” for your vouchers in this column, it means the vendor is a reportable vendor, but that particular voucher did not have reporting information entered.

Vendor Registry often sets up a vendor as reportable because it is a sole proprietorship, partnership, individual, or other type of entity that requires 1099 reporting. That does not mean that every payment to them needs to be reported, however.

Your agency's payments to this vendor may not need to be reported, especially if they are for refunds or the purchase of goods. Therefore, it is OK to have vouchers show up on this report. Some common vendors that may show up to your surprise:

- ❖ Prairie Rose Data Products
- ❖ Dakota Awards
- ❖ Great Capital Lunch Room
- ❖ Midcontinent Business Solutions
- ❖ Employees

The first three businesses listed above are sole proprietorships that could possibly receive payments for services that would be reportable. If the correct location was used for making payments for goods to these vendors, they should be showing up on this report. Just look at the account number listed to make sure it is for a commodity and not a service.



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Midcontinent Business Solutions is a partnership that supplies utilities that are not reportable, such as cable, phone, and Internet, but they also offer advertising and other services. A quick look at the account number on this report should tell you whether or not that voucher should be reported on a 1099 or not.

Employees: As of January 1, 2007, Vendor Registry established a policy that a new vendor number will not be issued for a current state employee unless that individual is performing services under a business name and/or separate TIN. If any employee needs to be paid for services that are reportable, a location will be added to their employee vendor for that purpose and withholding will be turned on. Because of this, you may notice employees showing up on the Mismatch query, especially if you paid them travel reimbursements on their HOME location. Again, this is OK – but it should also flag payments to employees that really should be reported, but were paid on the wrong location (using the HOME location rather than the 1099 Reportable location). Please watch the account numbers used on all vouchers in this report to separate these payments.

Occasionally a “Y” may appear in the ‘Line W/H’ column. That happens when a vendor and its vouchers are initially set up for 1099 reporting, but Vendor Registry determines that the vendor should not have withholding and removes the reporting information. This will create a mismatch with your agency’s vouchers. **Please inform Vendor Registry when this occurs.** Users with the 1099 Maintenance role can clean up their agency’s vendors, but that vendor may be paid by more than one agency, and Vendor Registry can clean them all off at one time. Vendor Registry also needs to investigate to see if the withholding was removed from the vendor in error.



3.2.2 – 1099 Reporting Query

Reporting Tools > Query Viewer > NDS_1099_ACTIVITY

This query is a good resource for seeing which vouchers would print on a 1099 as of the dates entered in the query. It is a complicated query, however, so please keep in mind the following points when using it.

- To ensure that all reportable amounts were picked up, the query breaks down vouchers by invoice line and distribution line. This may be confusing when you first try to read the results. The column titled “Amount” is equal to the voucher or distribution line. The “Total Vchr Amt” gives you the total amount paid on that voucher. Both amounts show only what was reportable.

Ex: If an agency pays a vendor \$1200.00, but uses ‘Withholding Basis Amt Override’ in the voucher withholding link and enters \$1,000.00, the amount of \$1,000 is what will show up on this query.

HINT: If an amount shows up twice in the last column on the right, look to see if there are more than one voucher lines or distribution lines.

- The 1099 Activity query has one drawback: Any corrections made from an earlier report will not show up as being correct the next time this query is run. That is because the query pulls up the reporting from the voucher, and your corrections are made directly in the 1099 Withholding module. Please save your queries and mark which corrections you make. If an item that should have been corrected shows up on the new query, compare it to your old report. There are also online inquiries discussed later that will ensure your corrections were made properly.

NOTE: All spreadsheets from queries and reports should be printed or saved electronically and kept for three years after the current fiscal year according to ITD records retention, especially if corrections need to be made.



3.2.3 – Account Query

Reporting Tools > Query Viewer > NDS_ACCOUNT_INQUIRY

NOTE: Unlike the previous two queries, this one is not mandatory. But it can be helpful to run in a variety of situations. Some agencies may have a particular account number they use in vouchers that causes concern for reporting. Examples:

- Case 1: An agency may be concerned because they want to make sure all their rent payments are reported and to make sure they are all under withholding class 01. By using the query above for account 582060 (Rent of Building Space), the query would show all of that agency's payments under that account number and whether or not the voucher was reportable. By copying the query into an Excel spreadsheet, the results can be sorted by vendor number order to make sure that rent to a particular vendor is being reported. If vouchers show up with an "N", but they should be reported, the user would know that they need to make some corrections.
- Case 2: An agency may be concerned about payments that they do not want reported as well. Account #712030, Grants to Individuals, may be reportable for some agencies, but not others. If an agency knows that its grants should not be reported – or at least a particular type of grant shouldn't be marked as reportable – a quick look at this query can tell an agency if they need to remove withholding from some of their vouchers.
- Case 3: Several of the agricultural commodity groups refund grain tax assessments to vendors, which are not reportable on a form 1099-MISC. They can use this query to run on their refund account to make sure the correct location and 1099 reporting status shows up for their refunds.

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Lesson 3.3 -Update Voucher Line Withholding

Update Voucher Line Withholding

Navigation: **Vendors>1099/Global Withholding>Maintain>Update Voucher Line Withholding**

Security Access Required: **NDC_1099_MAINTENANCE** role

The link 'Update Voucher Line Withholding' actually links to three pages:

- Withholding Line Update - this allows you to search for a vendor by name and location.
- Withholding Invoice Line Update - this page is where the work is done. Adding and removing reporting from voucher lines.
- New Withhold Details - this page gives you a status of the changes you made to the vendor.

3.3.1 -Set All Lines to Have Withholding

Set All Lines to Have Withholding

Procedure

Agencies would use this step when they decide that **ALL** of the vouchers they paid to a particular vendor should be reported. This can happen when some vouchers had the withholding boxes checked, but other vouchers had the checks removed.

NOTE: All 1099 reporting is based upon the payment date of a voucher. If a voucher is backdated to December 31st but the check prints in January, the payment will be reported in the new year.

Step	Action
1.	Click the Vendors link then the Maintain link.
2.	Click the Update VoucherLine Withholding link.
3.	The Vendor SetID field is always SHARE for every user. Enter " share ".
4.	Enter the primary name of the vendor into the Vendor Name 1 field. In this example, we want to work with a vendor called "1099 Reportable Test Vendor, so you would enter " 1099 ".

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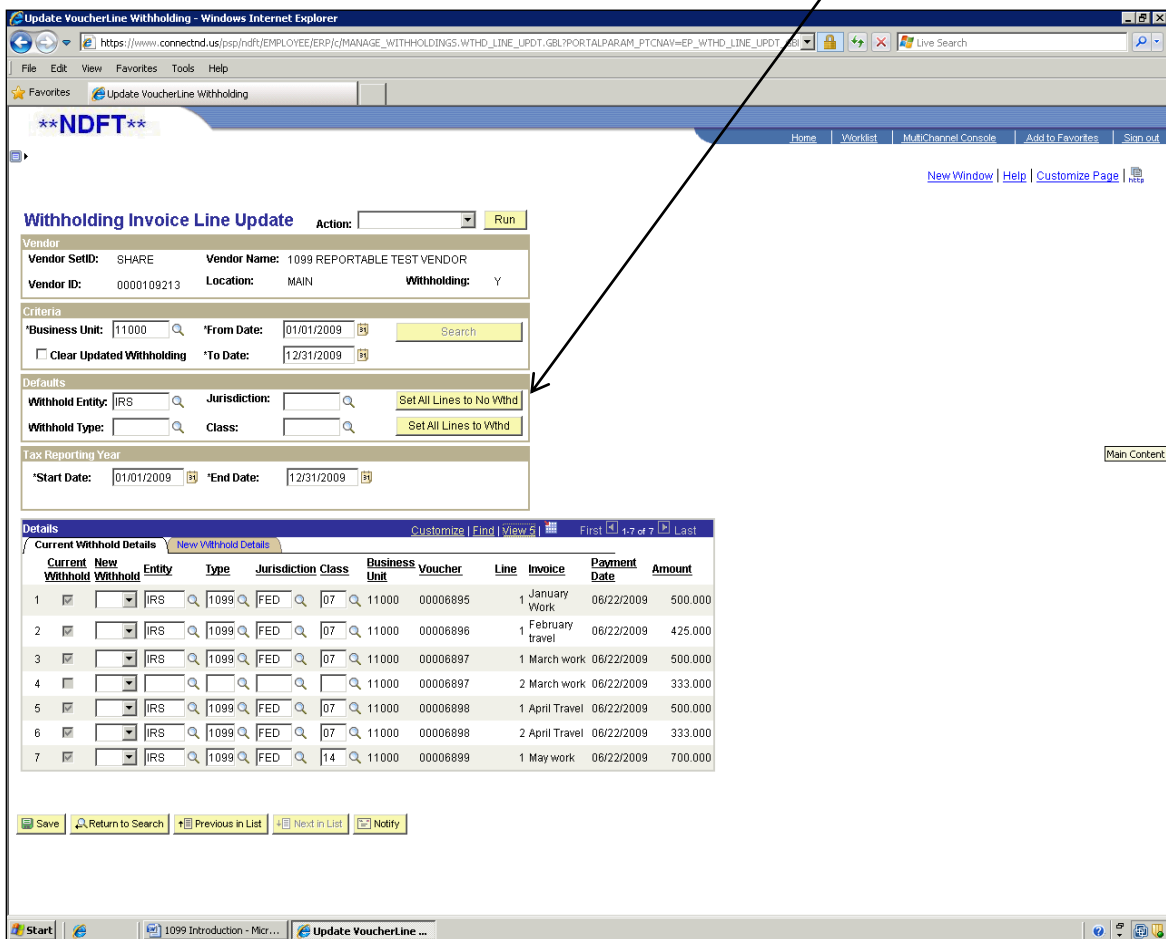
Step	Action
5.	Click the Search button.
6.	Find the location for this vendor that needs correction based upon the Location column on your Mismatch and 1099 Activity Reports. If the vendor has only one location, the next screen will pop up automatically. For this example, click the MAIN link.
7.	NOTE: If the location you need has been inactivated, it will not show up as being available on this screen. Please submit a Vendor Request to the Vendor Registry Work Request System and supply the vendor number and name of the location to be temporarily reactivated.

Step	Action
8.	Enter your agency's # into the Business Unit field.
9.	Always enter January 1st of the calendar year you are correcting in the From Date field.
10.	Always enter December 31st of the same year in the To Date field, such as " 123109 ".



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Step	Action
11.	Thanks to a modification in 2011, the Start and End Dates for the Tax Reporting Year should automatically fill in with the same dates. Refer to bubble 11 on the previous screen shot.
12.	Click the Search button. 
13.	Your voucher lines should show in the Details section. You may notice that a single voucher is listed more than once; this is because each of its invoice lines will be listed. (Remember topic 3.1.7 above.) Be sure to click the View All link if there are more than five lines.
14.	The easiest way to set up all voucher lines with reporting is to enter the correct reporting information in the section called Defaults .



Withholding Invoice Line Update Action:

Vendor
Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR
Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria
*Business Unit: 11000 *From Date: 01/01/2009 Search
☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults
Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd
Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year
*Start Date: 01/01/2009 *End Date: 12/31/2009

Details Customize | Find | view 6 | First 1-7 of 7 | Last

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	2	March work	06/22/2009	333.000
5	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	IRS	1099	FED	14	11000	00006899	1	May work	06/22/2009	700.000

Save Return to Search Previous in List Next in List Notify

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Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBI

File Edit View Favorites Tools Help

Update VoucherLine Withholding

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: fed **15** Set All Lines to No Withd

Withhold Type: 1099 **16** Class: Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009 **17**


Details

Current Withhold Details New Withhold Details Customize Find View 5 First 1-7 of 7 Last

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input type="checkbox"/>	<input type="checkbox"/>					11000	00006897	2	March work	06/22/2009	333.000
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	14	11000	00006899	1	May work	06/22/2009	700.000

Save Return to Search Previous in List Next in List Notify

Start 1099 Introduction - Micr... Update VoucherLine ...

Step	Action
15.	Enter "fed" in the Jurisdiction field.
16.	Always enter "1099" in the Withhold Type field.
17.	Click the Look up Class (Alt+5) button.  A pop-up screen like the one on the next page will appear.



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Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/isp/ndf/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GB

File Edit View Favorites Tools Help

Update VoucherLine Withholding

Home | MyWorklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help

Look Up Class

Vendor SetID: SHARE
Vendor ID: 0000109213
Vendor Location: MAIN
Withholding Entity: IRS
Withholding Jurisdiction: FED
Withholding Type: 1099
Withholding Class: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-6 of 6 Last

Withholding Class	Description
01	Rents
02	Royalties
03	Other Income
06	Medical and Health Care Pymnts
07	Non-Employee Compensation
14	Gross Attorney Proceeds

Main Content

Step	Action
18.	<p>Only the withholding classes that are set up on this vendor's location will show up on this screen. If the one you need does not appear, enter a Vendor Request through the Vendor Registry Work Request System to have it added.</p> <p>In this example, the vendor has six different withholding classes to choose from. Click the 07 link here. 07</p>

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Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: FED

Withhold Type: 1099 Class: 07

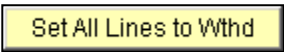

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009

Details

Current Withhold Details New Withhold Details Customize | Find | View 5 | First 1 of 7 Last

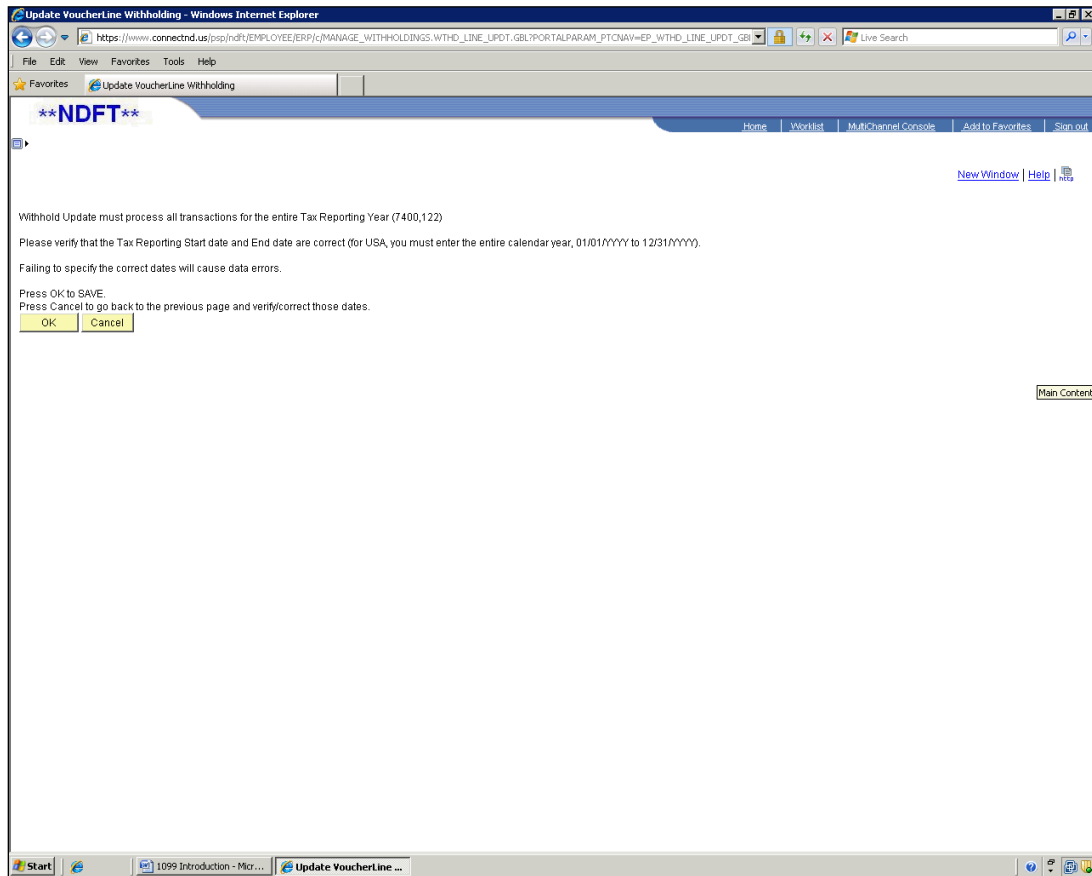
	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>					11000	00006897	2	March work	06/22/2009	333.000
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	14	11000	00006899	1	May work	06/22/2009	700.000

Step	Action
19.	Click the Set All Lines to Withd button. 
20.	Click the Save button. 



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Step	Action
21.	<p>Users will see this screen every time they save their changes. It is a reminder to make sure that your corrections are for the proper calendar year. Click the OK button.</p> <div>OK</div>

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Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MPANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: FED Set All Lines to No Withd

Withhold Type: 1099 Class: 07 Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009


Details

Current Withhold Details New Withhold Details Customize Find View 5 First 1-7 of 7 Last

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006897	2	March work	06/22/2009	333.000
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006899	1	May work	06/22/2009	700.000

Save Return to Search Previous in List Next in List Notify

Start 1099 Introduction - Micr... Update VoucherLine ...

Step	Action
22.	Click the Return to Search button. 
23.	You will be taken back to the original search page so you can go on to another vendor that needs correction on its 1099 reporting.
24.	PLEASE REMEMBER THAT THESE CHANGES WILL NEED TO POST OVERNIGHT. WAIT UNTIL THE NEXT DAY TO RUN ANY QUERIES TO CHECK YOUR CORRECTION.




3.3.2 -Set All Lines to No Withholding

Set All Lines to No Withholding

Procedure

Agencies would use this step when none of the vouchers they paid to a particular vendor should be reported. This happens when the vendor is set up as reportable because it is an individual, sole proprietorship, or partnership, but the agency is only paying for goods or making reimbursements to that vendor.

NOTE: All 1099 reporting is based upon the payment date of a voucher. If a voucher is backdated to December 31st but the check prints in January, the payment will be reported in the new year.

Step	Action
1.	Navigate to Vendors > Maintain > Update VoucherLine Withholding.
2.	The Vendor SetID field is always SHARE for every user.
3.	To search for a vendor by its name, try entering in the Vendor Name 1 field. We used " 1099 " to find our 1099 Reportable Test Vendor.
4.	Click the Search button and select the correct vendor from the search results. 
5.	Find the location for this vendor that needs correction, <u>based upon the location listed in your queries</u> . If the vendor has only one location, the next screen will pop up automatically.

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Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/jsp/ndft/EMPLOYEE/ERP/c/IMANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 123109

Details

Current Withhold Details New Withhold Details Customize Find View All First 1 of 1 Last

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1											

Save Return to Search Previous in List Next in List Notify

Step	Action
6.	Enter your agency's # into the Business Unit field.
7.	Always enter January 1st of the calendar year you are correcting in the From Date field.
8.	Always enter December 31st of the same year in the To Date field, such as " 123109 ".
9.	Those same dates should automatically fill in for the Tax Reporting Year State and End Dates.
10.	Click the Search button. <div>Search</div>



Training Guide Module 3 – 1099 Vendor Reporting

Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/isp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action: [] Run

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: [] **Set All Lines to No Withd**

Withhold Type: [] Class: [] Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009

Details

Current Withhold Details New Withhold Details Customize Find View All First 1-5 of 7 Last

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]	[]	[]	11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006897	2	March work	06/22/2009	333.000
5	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]	[]	[]	11000	00006898	1	April Travel	06/22/2009	500.000

Save Return to Search Previous in List Next in List Notify

Step	Action
11.	Your voucher lines will appear in the Details section. If you truly do not want any of these lines to be reported, click the Set All Lines to No Withd button. Set All Lines to No Withd

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Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndnt/EMPLOYEE/JERP/C/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT.GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year


*Start Date: 01/01/2009 *End Date: 12/31/2009

Details

Current Withhold Details New Withhold Details

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input checked="" type="checkbox"/>	N					11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	N	IRS				11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	N	IRS				11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	N	IRS				11000	00006897	2	March work	06/22/2009	333.000
5	<input checked="" type="checkbox"/>	N					11000	00006898	1	April Travel	06/22/2009	500.000

Save Return to Search Previous in List Next in List Notify

Step	Action
12.	<p>Notice the “N” in all the rows under the ‘New Withhold’ column.</p> <p>Click the Save button.</p> 



Training Guide Module 3 – 1099 Vendor Reporting

Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/isp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT.GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Get All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009

Details

Current Withhold Details New Withhold Details

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input type="checkbox"/>	<input type="checkbox"/>	N				11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N	IRS			11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N	IRS			11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N	IRS			11000	00006897	2	March work	06/22/2009	333.000
5	<input type="checkbox"/>	<input type="checkbox"/>	N				11000	00006898	1	April Travel	06/22/2009	500.000

Save Return to Search Previous in List Next in List Notify

Start Update VouchertLine ...

Message from webpage

The Withholding entity is required for voucher 00006895, voucher line 1. (7400,138)

The Withholding Entity is a required value in order to process the withholding update.

OK

Step	Action
13.	<p>If you receive this error message, it means that the system requires the word "IRS" entered on each line that is being changed.</p> <p>Click the OK button.</p> <div>OK</div>

Training Guide

Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MPANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009

Details

Current Withhold Details New Withhold Details Customize | First | **View All** | Last

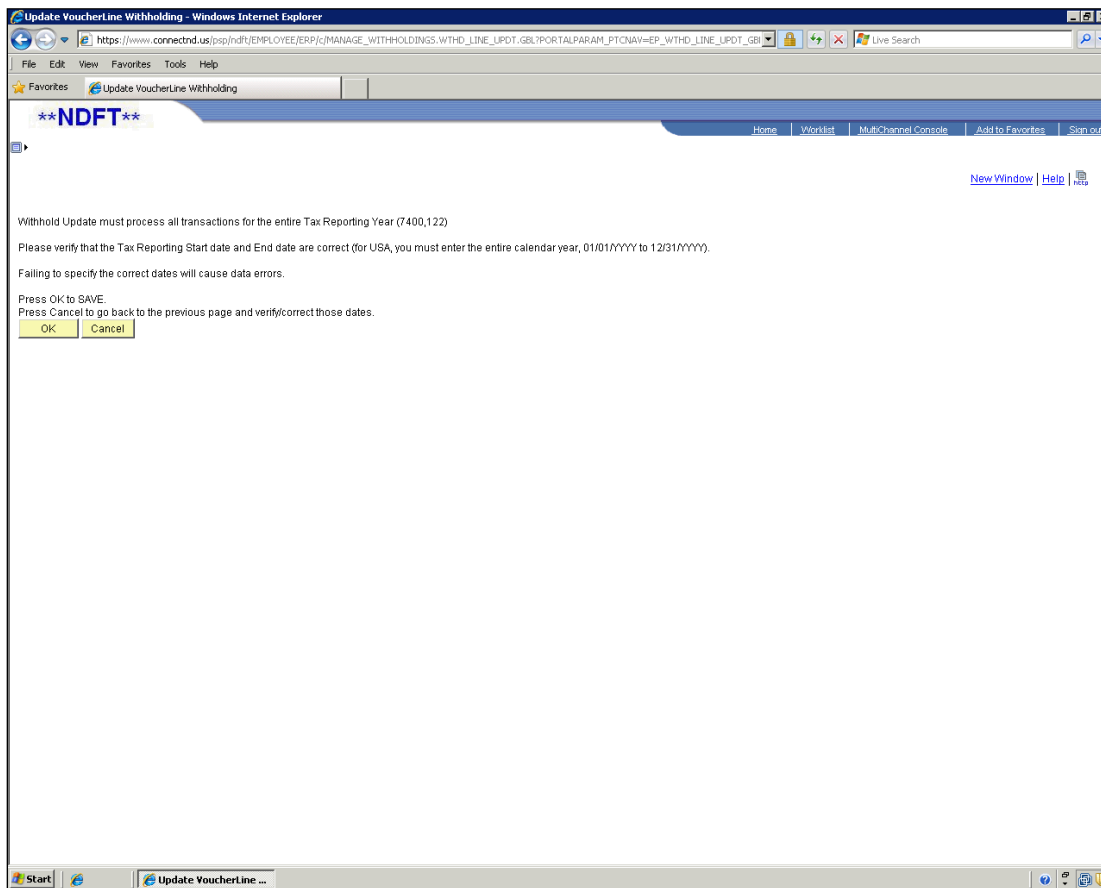
	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input type="checkbox"/>	N	IRS				11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	N	IRS				11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	N	IRS				11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	N	IRS				11000	00006897	2	March work	06/22/2009	333.000
5	<input type="checkbox"/>	N	IRS				11000	00006898	1	April Travel	06/22/2009	500.000

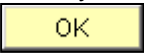

Save Return to Search Previous in List Next in List Notify

Step	Action
14.	This screen only shows five rows at a time as a default setting. To make sure all rows are correct, click the View All link.

Training Guide

Module 3 – 1099 Vendor Reporting



Step	Action
17.	Users will see this screen every time they save their changes. It is a reminder to make sure that your corrections are for the proper calendar year. Click the OK button. 
18.	Click the Return to Search button. 
19.	You will be taken back to the original search page so you can go on to another vendor that needs correction on its 1099 reporting.
20.	PLEASE REMEMBER THAT THESE CHANGES WILL NEED TO POST OVERNIGHT. WAIT UNTIL THE NEXT DAY TO RUN ANY QUERIES TO CHECK YOUR CORRECTION.

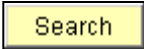
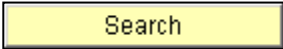


3.3.3 -Remove Withholding From Specific Lines

Remove Withholding From Specific Lines

Procedure

Sometimes agencies may see that some vouchers that were set for 1099-MISC reporting should have it removed. An example would be where an individual is paid for services, which are usually reportable, but there were one or two vouchers that were for travel reimbursements or goods, not services. This topic shows how to remove withholding from certain lines only.

Step	Action
1.	Navigate to the Vendors > Maintain > Update VoucherLine Withholding link.
2.	The Vendor SetID is always SHARE in this field. Enter " share ".
3.	Try using the percent sign as a wildcard to replace the zeroes in the Vendor ID you need.
4.	Click the Search button. 
5.	Enter your agency's # into the Business Unit field as shown on the next page.
6.	Always enter January 1st of the calendar year you are correcting in the From Date field.
7.	Always enter December 31st of the same year in the To Date field, such as " 123109 ".
8.	The correct Start and End Dates under Tax Reporting Year should automatically fill in.
9.	Click the Search button. 

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Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndfr/EMPLOYEE/ERP/c/MPANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

Business Unit: 11000 From Date: 01/01/2009 To Date: 12/31/2009 Search

Clear Updated Withholding

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year

Start Date: 01/01/2009 End Date: 12/31/2009

Details

Current Withhold Details New Withhold Details Customize Find View All First 1 of 7 Last

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input type="checkbox"/>					11000	00006895		1 January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006896		1 February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897		1 March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897		2 March work	06/22/2009	333.000
5	<input type="checkbox"/>					11000	00006898		1 April Travel	06/22/2009	500.000

Save Return to Search Previous in List Next in List Notify

Step	Action
10.	Click the View All link right away to see all your invoice lines. View All



Training Guide Module 3 – 1099 Vendor Reporting

Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndr/EMPLOYEE/JEP/.../MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR
Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search
☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd
Withhold Type: Class: Set All Lines to Withd



Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009

Details Customize | Find | View 5 | First 1-7 of 7 Last

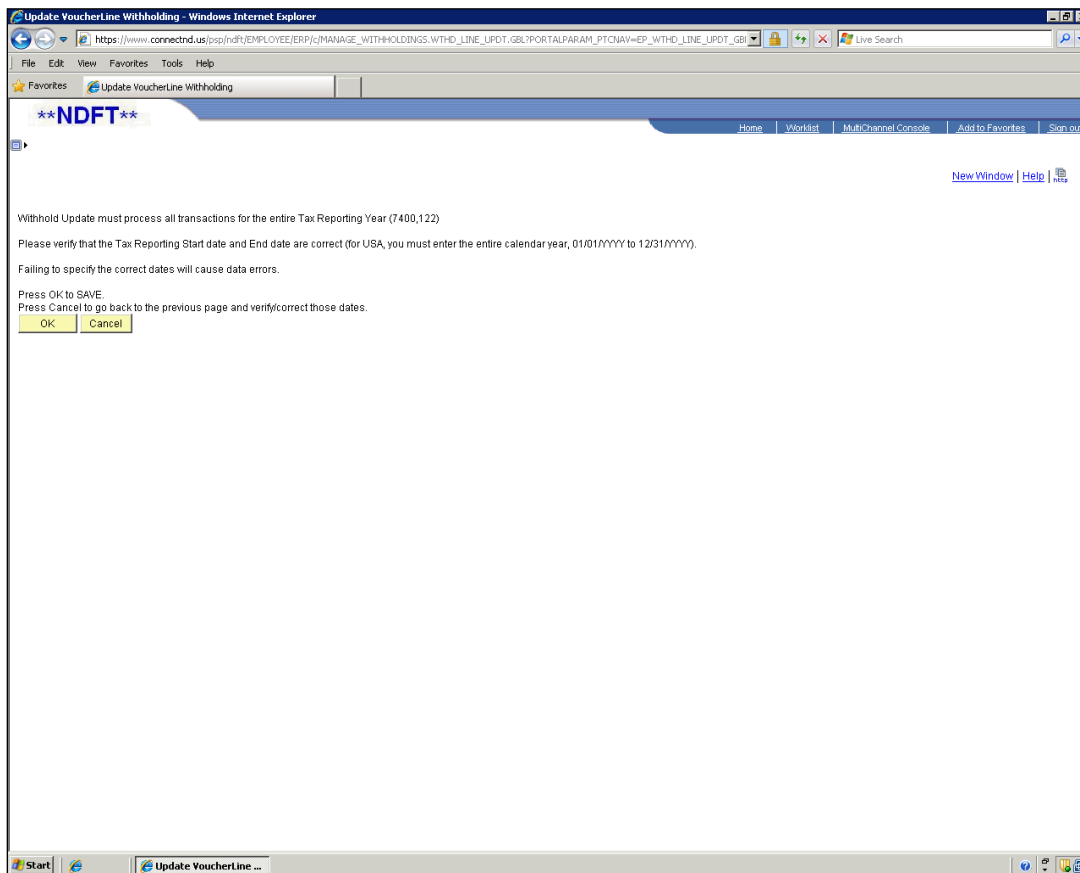
Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February Travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	N				11000	00006897	2	March work	06/22/2009	333.000
5	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	IRS	1099	FED	14	11000	00006899	1	May work	06/22/2009	700.000

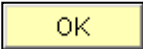
Save Return to Search Previous in List Next in List Notify

Step	Action
11.	For this example, the agency decided that line 4 should not be reported after all. To remove withholding from a single line, select the N list item from the drop-down box. 
12.	Since "IRS" was already entered in the Entity column, nothing more needs to be done. If other voucher lines need withholding removed, repeat the same step. Click the Save button when done. 

Training Guide

Module 3 – 1099 Vendor Reporting



Step	Action
13.	<p>This is a warning page to make sure that you have entered the entire calendar year being corrected under the Tax Reporting Year section. Click the OK button.</p> 



Training Guide Module 3 – 1099 Vendor Reporting

Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/isp/ndf/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

****NDFT****

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR
Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search
☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd
Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year


*Start Date: 01/01/2009 *End Date: 12/31/2009

Details

Current Withhold Details New Withhold Details Customize | Find | View 5 First 17 of 7 Last

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS				11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS				11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS				11000	00006897	2	March work	06/22/2009	333.000
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS				11000	00006899	1	May work	06/22/2009	700.000

Save Return to Search Previous in List Next in List Notify

Step	Action
14.	Click the Return to Search button. 
15.	You will be taken back to the original search page so you can go on to another vendor that needs correction on its 1099 reporting.
16.	PLEASE REMEMBER THAT THESE CHANGES WILL NEED TO POST OVERNIGHT. WAIT UNTIL THE NEXT DAY TO RUN ANY QUERIES TO CHECK YOUR CORRECTION.




3.3.4 -Set Up Specific Lines for Withholding

Setting Up Specific Lines for Withholding

Procedure

After agencies have run queries to review their 1099 reporting for the year, they may see where some vouchers were missed from reporting. This topic shows how to set up specific lines for withholding without having to set all lines for withholding.

Step	Action
1.	Navigate to the Vendors > Maintain > Update VoucherLine Withholding link.
2.	The Vendor SetID field is always SHARE for every user.
3.	If the user knows the vendor number (it should be listed on the query), they can enter the Vendor ID directly into this field. For this example, we used test vendor " 0000109213 ".
4.	Click the Search button. 
5.	Find the location for this vendor that needs correction. If the vendor has only one location, the next screen will pop up automatically. For this example, click the MAIN link.



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Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndf/EMPLOYEE/ERP/c/IMANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTONAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

****NDFT****

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Withholding Invoice Line Update Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR
Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 *To Date: 12/31/2009 Search
☐ Clear Updated Withholding

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd
Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 123109

Details Customize | Find | View All | First 1 of 1 Last

Current Withhold Details New Withhold Details

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

Step	Action
6.	Enter your agency's # into the Business Unit field.
7.	Always enter January 1st of the calendar year you are correcting in the From Date field.
8.	Always enter December 31st of the same year in the To Date field, such as " 123109 ".
9.	The Start and End Dates should automatically fill in under the Tax Reporting Year .
10.	Click the Search button. <input type="button" value="Search"/>

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Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/pspp/ndf/EMPLOYEE/ERP/C/MPAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

★ NDFT ★

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR
 Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search
☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd
 Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009

Details Customize Find View All First 1 of 7 Last

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input type="checkbox"/>	<input type="checkbox"/>					11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006897	2	March work	06/22/2009	333.000
5	<input type="checkbox"/>	<input type="checkbox"/>					11000	00006898	1	April Travel	06/22/2009	500.000

Save Return to Search Previous in List Next in List Notify

Step	Action
11.	Click the View All link to see all invoice lines. View All



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Module 3 – 1099 Vendor Reporting

Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/bsp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR
Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009
☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entry: IRS Jurisdiction:
Withhold Type: Class:

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009

Details Customize | Find | View: 5 | First 1-7 of 7 Last

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	2	March work	06/22/2009	333.000
5	<input type="checkbox"/>	Y	<input type="text"/>	<input type="text"/>	<input type="text"/>	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	IRS	1099	FED	14	11000	00006899	1	May work	06/22/2009	700.000

Step	Action
12.	In this example, the agency decided that line 5 on this screen needed withholding added. Click the drop-down box to select the Y list item.

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Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MPANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year


*Start Date: 01/01/2009 *End Date: 12/31/2009

Details

Current Withhold Details New Withhold Details

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input type="checkbox"/>					11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	2	March work	06/22/2009	333.000
5	<input checked="" type="checkbox"/>	Y	1099	FED		1000	00006898	1	April Travel	06/22/2009	500.000
6	<input type="checkbox"/>					11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	IRS	1099	FED	14	11000	00006899	1	May work	06/22/2009	700.000

Save Return to Search Previous in List Next in List Notify

Step	Action
13.	Users must enter "IRS" into the Entity field of each line corrected.
14.	Continue entering the required information in these fields. Enter " 1099 " into the Type field.
15.	Enter " FED " into the Jurisdiction field.
16.	Click the Look up Class (Alt+5) button to find the correct withholding class. 



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Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist Multi-Channel Console Add to Favorites Sign out

New Window Help

Look Up Class

Vendor SetID: SHARE
Vendor ID: 0000109213
Vendor Location: MAIN
Withholding Entity: IRS
Withholding Jurisdiction: FED
Withholding Type: 1099
Withholding Class: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-6 of 6 Last

Withholding Class	Description
01	Rents
02	Royalties
03	Other Income
06	Medical and Health Care Payments
07	Non-Employee Compensation
14	Gross Attorney Proceeds

Step	Action
17.	Select the appropriate class for your voucher line. In this case, we used the 07 link.

Training Guide

Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndfr/EMPLOYEE/ERP/c/MPANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

Business Unit: 11000 From Date: 01/01/2009 To Date: 12/31/2009 Search

Clear Updated Withholding

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year




Start Date: 01/01/2009 End Date: 12/31/2009

Details

Current Withhold Details New Withhold Details Customize Find View 5 1-7 of 7 Last

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount	
1	<input type="checkbox"/>					11000	00006895	1	January Work	06/22/2009	500.000	
2	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000	
3	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000	
4	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	2	March work	06/22/2009	333.000	
5	<input checked="" type="checkbox"/>	Y	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input type="checkbox"/>					11000	00006898	2	April Travel	06/22/2009	333.000	
7	<input checked="" type="checkbox"/>	IRS	1099	FED	14	11000	00006899	1	May work	06/22/2009	700.000	

Save Return to Search Previous in List Next in List Notify

Step	Action
18.	Correct all the lines on this screen as needed, then click the Save button. 
19.	Click the OK button on the warning screen about the tax reporting dates when it pops up. 
20.	This is how to select specific lines for 1099-MISC reporting on a single vendor. Click the Return to Search button. 
21.	You will be taken back to the original search page so you can go on to another vendor that needs correction on its 1099 reporting.
22.	PLEASE REMEMBER THAT THESE CHANGES WILL NEED TO POST OVERNIGHT. WAIT UNTIL THE NEXT DAY TO RUN ANY QUERIES TO CHECK YOUR CORRECTION.



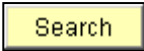
3.3.5 -Change the Class on a Reportable Line

Change the Class on a Reportable Line

Procedure

Agencies also need to be cognizant of which withholding class is used in their 1099-MISC reporting. Vendors are usually set up with a default class of 07 for Nonemployee Compensation. This is the most commonly reported class at the State of North Dakota.

If an agency is paying a vendor for rent, grant money, an award, etc., other withholding classes should be used. For more details, please see the document [Explanation of Different Withholding Classes](#).

Step	Action
1.	If a reportable payment was made on the wrong withholding class, it is easy to fix. Just follow the instructions shown here.
2.	Navigate to Vendors > Maintain > Update VoucherLine Withholding .
3.	Always enter SHARE into the Vendor SetID field.
4.	Enter the vendor number into the Vendor ID field.
5.	Click the Search button. 
6.	Find the vendor location in the search results that has the incorrect withholding class entered.

Training Guide

Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/jsp/ndft/EMPLOYEE/ERP/c/MPANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year


*Start Date: 01/01/2009 *End Date: 123109

Details

Current Withhold Details New Withhold Details Customize Find View All First 1 of 1 Last

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1											

Save Return to Search Previous in List Next in List Notify

Step	Action
7.	Enter your agency's # into the Business Unit field.
8.	Always enter January 1st of the calendar year you are correcting in the From Date field.
9.	Always enter December 31st of the same year in the To Date field, such as " 123109 ".
10.	The Start and End Dates should automatically fill in under the Tax Reporting Year .
11.	Click the Search button. 
12.	Click the View All link if necessary. View All



Training Guide Module 3 – 1099 Vendor Reporting

Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/osp/ndt/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCWAI=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home | Vorklist | Multichannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Withholding Invoice Line Update

Action: [] Run

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: [] Set All Lines to No Withd

Withhold Type: [] Class: [] Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009


Details

Current Withhold Details New Withhold Details Customize | Find | View 6 | First 4 of 7 Last

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006897	2	March work	06/22/2009	333.000
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS	1099	FED	07	11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y	1099	FED	14	11000	00006899	1	May work	06/22/2009	700.000

Save Return to Search Previous in List Next in List Notify

Start Update VoucherLine ...

Step	Action
13.	<p>In this example, the agency user set up the voucher with a class of 14 on Line 7 when it should have been 07.</p> <p>DON'T FORGET THIS STEP: To correct the class, first select Y from the drop-down menu under the heading 'New Withhold.'</p>
14.	<p>Then click the Look up Class (Alt+5) button here.</p> 

Training Guide

Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndfr/EMPLOYEE/ERP/c/IMANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Look Up Class

Vendor SetID: SHARE
 Vendor ID: 0000109213
 Vendor Location: MAIN
 Withholding Entity: IRS
 Withholding Jurisdiction: FED
 Withholding Type: 1099
 Withholding Class: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1 of 0 Last

Withholding Class Description
01 Rents
02 Royalties
03 Other Income
06 Medical and Health Care Pymnts
07 Non-Employee Compensation
14 Gross Attorney Proceeds

Start Update VoucherLine ...

Step	Action
15.	<p>PLEASE NOTE: If the class you need to report on this voucher does not show up on this screen, enter a Vendor Request through the Vendor Registry Work Request System to have it added.</p> <p>In this example, we want the 07 link.</p>



Training Guide

Module 3 – 1099 Vendor Reporting

Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/ssp/ndfr/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT.GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

****NDFT****

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR
Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search
☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Wthd
Withhold Type: Class: Set All Lines to Wthd

Tax Reporting Year



*Start Date: 01/01/2009 *End Date: 12/31/2009

Details Customize Find View 6 First 1 of 7 Last

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount	
1	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006895	1	January Work	06/22/2009	500.000	
2	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February Travel	06/22/2009	425.000	
3	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000	
4	<input checked="" type="checkbox"/>					11000	00006897	2	March work	06/22/2009	333.000	
5	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000	
6	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	2	April Travel	06/22/2009	333.000	
7	<input checked="" type="checkbox"/>	Y	IRS	1099	FED	07	11000	00006899	1	May work	06/22/2009	700.000

Save Return to Search Previous in List Next in List Notify

Start Update VoucherLine ...

Step	Action
16.	Click the Save button once you get back to this screen and everything looks correct. 
17.	A warning message about the tax reporting dates will appear, just click the OK button. 

Training Guide

Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/pspl/hdt/EMPLOYEE/ERP/c/MPAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page Saved

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009

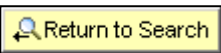
Details

Current Withhold Details New Withhold Details

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS				11000	00006895	1	January Work	06/22/2009	500.000	
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS				11000	00006896	1	February travel	06/22/2009	425.000	
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS				11000	00006897	1	March work	06/22/2009	500.000	
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>					11000	00006897	2	March work	06/22/2009	333.000	
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS				11000	00006898	1	April Travel	06/22/2009	500.000	
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRS				11000	00006898	2	April Travel	06/22/2009	333.000	
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y		1099	FED	07	11000	00006899	1	May work	06/22/2009	700.000

Save Return to Search Previous in List Next in List Notify

Start Update VoucherLine ...

Step	Action
18.	Click the Return to Search button. 
19.	PLEASE REMEMBER THAT THESE CHANGES WILL NEED TO POST OVERNIGHT. WAIT UNTIL THE NEXT DAY TO RUN ANY QUERIES TO CHECK YOUR CORRECTION.
20.	Reporting on the wrong withholding class can create tax problems for the vendor. For instance, using class 07 instead of 01 means that the vendor will have to pay self-employment taxes on rental income, which is expensive and incorrect. <u>Please watch the withholding class listed on the 1099 query results!</u> End of 3.3.5.





3.3.6 -Clear Updated Withholding

Clear Updated Withholding

Procedure

PLEASE NOTE: If you find that you have made a mistake and would like to reverse a correction you already made, it is possible to clear the updates and bring the vendor's record back to its original status.

Step	Action
1.	Navigate to the Vendors > Maintain > Update VoucherLine Withholding link.
2.	The Vendor SetID is always SHARE. Enter " share ".
3.	Enter the vendor number or name to search on.
4.	Click the Search button. 
5.	Choose the location that needs the updates cleared of previous corrections.
6.	Enter the information just as you did previously when you made the original correction. Begin with your agency's # in the Business Unit field.
7.	Always enter January 1st of the calendar year you are correcting in the From Date field.
8.	Always enter December 31st of the same year in the To Date field, such as " 123109 ".
9.	The Start and End Dates should automatically fill in under the Tax Reporting Year .
10.	Click the Search button. 

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Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/bsp/ndrt/EMPLOYEE/ERP/C/MPAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT.GBL

File Edit View Favorites Tools Help

★ Favorites ★ Update VoucherLine Withholding

★★NDFT★★

Home Worklist MultiChannel Console Add to Favorites Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR
Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search
☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd
Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009

Details Customize | Find | View All | First 1 of 7 Last

Current Withhold Details New Withhold Details

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount	
1	<input checked="" type="checkbox"/>						11000	00006895	1	January Work	06/22/2009	500.000	
2	<input checked="" type="checkbox"/>		IRS		1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>		IRS		1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>						11000	00006897	2	March work	06/22/2009	333.000	
5	<input checked="" type="checkbox"/>						11000	00006898	1	April Travel	06/22/2009	500.000	

Start Update VoucherLine ...

Step	Action
11.	Click the View All link.



Training Guide Module 3 – 1099 Vendor Reporting

Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/bsp/ndf/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year

*Start Date: 01/01/2009 *End Date: 12/31/2009

Details Current Withhold Details New Withhold Details Customize Find View 6 First 1 of 7 Last

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006895	1	January Work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	2	March work	06/22/2009	333.000
5	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	IRS	1099	FED	14	11000	00006899	1	May work	06/22/2009	700.000

Save Return to Search Previous in List Next in List Notify

Start Update VoucherLine ...

Step	Action
12.	To see the updates already made to this vendor, click the New Withhold Details tab.

Training Guide

Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndfr/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update Action: Run

Vendor
 Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR
 Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria
 *Business Unit: 11000 *From Date: 01/01/2009 Search
☐ Clear Updated Withholding *To Date: 12/31/2009


Defaults
 Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd
 Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year
 *Start Date: 01/01/2009 *End Date: 12/31/2009

Details
 Main Content: **Withhold Details** New Withhold Details
 Customize Find View 5 First 1-2 of 7 Last

Business Unit	Voucher	Line	New Withhold	New Class	New Type	New Jur	Status
1 11000	00006895	1 Y	07	1099	FED	Updated	
2 11000	00006896	1					
3 11000	00006897	1					
4 11000	00006897	2 N				Updated	
5 11000	00006898	1 Y	07	1099	FED	Updated	
6 11000	00006898	2 Y	07	1099	FED	Updated	
7 11000	00006899	1					

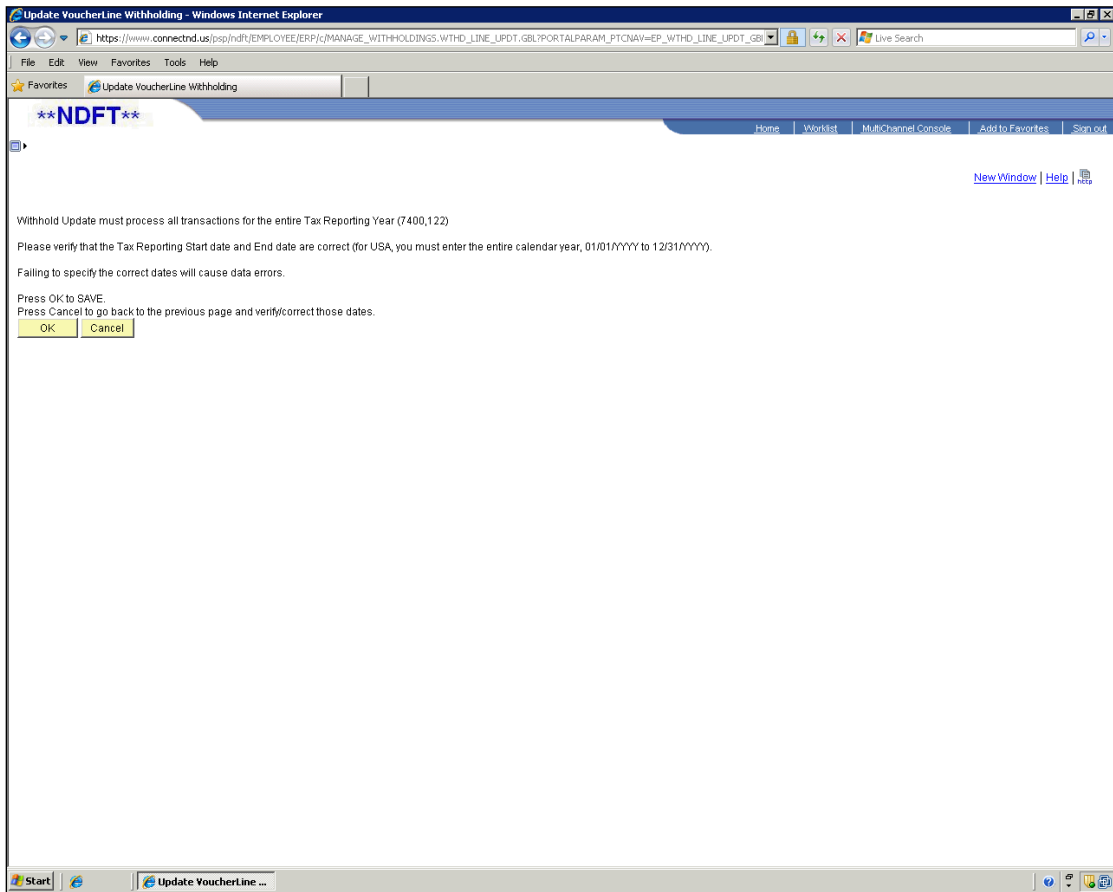
Save Return to Search Previous in List Next in List Notify

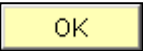
Step	Action
13.	You can see on this screen where lines 1, 4, 5, and 6 were previously updated. Line 4 had withholding removed, whereas the other three had withholding added or a class changed. To remove ALL changes already made, click the Clear Updated Withholding option on top.
14.	Click the Save button. 



Training Guide

Module 3 – 1099 Vendor Reporting



Step	Action
15.	Click the OK button on this warning message. 

Training Guide

Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndfr/EMPLOYEE/JRP/C/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Withholding Line Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Vendor SetID: [dropdown] [SHARE] [magnifying glass]

Vendor ID: [begins with dropdown] [0000109213] [magnifying glass]

Vendor Location: [begins with dropdown] [MAIN] [magnifying glass]

Vendor Name 1: [begins with dropdown] [] [magnifying glass]


☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Vendor SetID	Vendor ID	Vendor Location	Vendor Name 1	Withholding Applicable
SHARE	0000061544	MAIN	1099 PRO INC	N
SHARE	0000109213	1099-G	1099 REPORTABLE TEST VENDOR Y	
SHARE	0000109213	MAIN	1099 REPORTABLE TEST VENDOR Y	

Step	Action
16.	You need to click the Return to Search button to reset the page. 
17.	Once you are back at the screen above, go back into the same vendor location to see how the previous updates were removed.



Training Guide Module 3 – 1099 Vendor Reporting

Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndfr/EMPLOYEE/ERF/c/MANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_VENDOR

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update

Action:

Vendor

Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR

Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria

*Business Unit: 11000 *From Date: 01/01/2009 Search

☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults

Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd

Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year

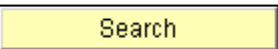

*Start Date: 01/01/2009 *End Date: 12/31/2009

Details

Current Withhold Details New Withhold Details

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006895	1	January work	06/22/2009	500.000
2	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006896	1	February travel	06/22/2009	425.000
3	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006897	1	March work	06/22/2009	500.000
4	<input checked="" type="checkbox"/>					11000	00006897	2	March work	06/22/2009	333.000
5	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	1	April Travel	06/22/2009	500.000
6	<input checked="" type="checkbox"/>	IRS	1099	FED	07	11000	00006898	2	April Travel	06/22/2009	333.000
7	<input checked="" type="checkbox"/>	IRS	1099	FED	14	11000	00006899	1	May work	06/22/2009	700.000

Save Return to Search Previous in List Next in List Notify

Step	Action
18.	Enter all the same information in the top section as before.
19.	Click the Search button. 
20.	Click the View All link.
21.	Then click the New Withhold Details tab. 

Training Guide

Module 3 – 1099 Vendor Reporting



Update VoucherLine Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MPANAGE_WITHHOLDINGS.WTHD_LINE_UPDT.GBL?PORTALPARAM_PTCNAV=EP_WTHD_LINE_UPDT_GBL

File Edit View Favorites Tools Help

Update VoucherLine Withholding

NDFT

Home Worklist Multichannel Console Add to Favorites Sign out

New Window Help Customize Page

Withholding Invoice Line Update Action:

Vendor
 Vendor SetID: SHARE Vendor Name: 1099 REPORTABLE TEST VENDOR
 Vendor ID: 0000109213 Location: MAIN Withholding: Y

Criteria
 *Business Unit: 11000 *From Date: 01/01/2009 Search
☐ Clear Updated Withholding *To Date: 12/31/2009

Defaults
 Withhold Entity: IRS Jurisdiction: Set All Lines to No Withd
 Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year
 *Start Date: 01/01/2009 *End Date: 12/31/2009

Details
 Current Withhold Details New Withhold Details

Business Unit	Voucher	Line	New Withhold	New Class	New Type	New Jur	Status
1 11000	00006895	1					
2 11000	00006896	1					
3 11000	00006897	1					
4 11000	00006897	2					
5 11000	00006898	1					
6 11000	00006898	2					
7 11000	00006899	1					

Step	Action
22.	This page has been restored to the original information taken from the vouchers - there are no more changes "pending." Make the necessary corrections now as shown in the other instruction topics.
23.	This ends the instructions on how to clear the 1099 corrections already made on a vendor and restore the reporting to the original withholding on the voucher lines. End of 3.2.6.



Lesson 3.4 -Vendor Balances by Class Inquiry

Using the Vendor Balances by Class Inquiry

Navigation: **Vendors > 1099/Global Withholding > Maintain > Update VoucherLine Withholding**

Security Access Required: **NDC_1099_MAINTENANCE** role

The following script shows users with 1099 access to view the total payment amounts that a business unit has reported or will report on a 1099-MISC form for a particular vendor. If an agency pays a vendor under two different withholding classes, the totals will be split out by class.

This query screen is more accurate than running the **NDS_1099_ACTIVITY** query, because that query looks at the activity on the vouchers, whereas this delivered inquiry looks at the information on the 1099 tables. Therefore, any recent corrections made to a vendor's reporting will show up more accurately here.

3.4.1 -Run the Vendor Balance by Class Inquiry

Running the Vendor Balance by Class Inquiry

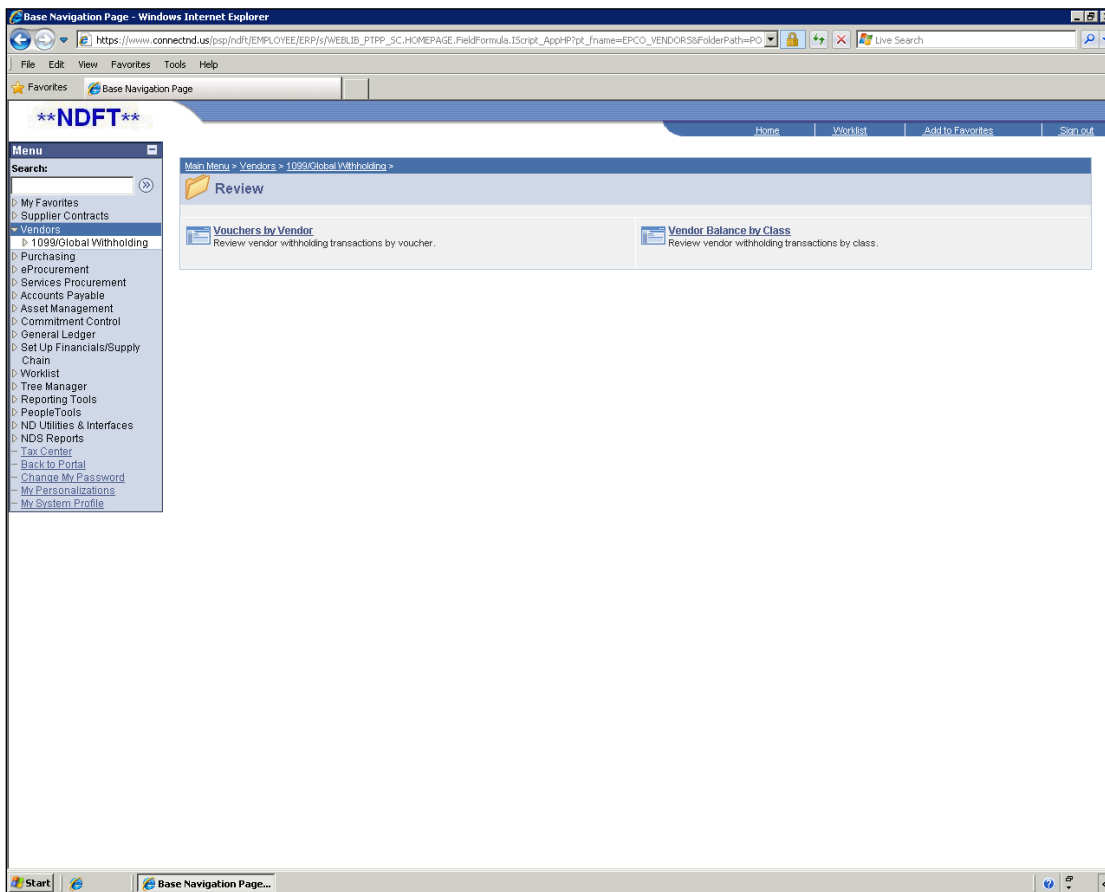
Procedure

PeopleSoft delivers a good tool to inquire on the total dollar amount that agencies are reporting on a particular vendor and the class that the income will be reported under.

If an agency makes corrections to a vendor and wants to make sure the changes were done right, there are nightly processes that post these changes to the 1099 tables. **Use this inquiry the following day to see how the reporting looks after your corrections were made.**

Training Guide

Module 3 – 1099 Vendor Reporting



Step	Action
1.	Click the Vendors > Review > Vendor Balance by Class link. <u>Vendor Balance by Class</u>



Training Guide

Module 3 – 1099 Vendor Reporting

Vendor Balance by Class - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/((MANAGE_WITHHOLDINGS.WITHD_BAL_VNDR.GBL)/PORTALPARAM_PTCNAV=EP_WITHD_BAL_VNDR.GBL)

File Edit View Favorites Tools Help

Vendor Balance by Class

Home Worklist Add to Favorites Sign out

New Window Help

Vendor Balances by class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = share

Vendor ID: begins with

Vendor Location: begins with


Short Vendor Name: begins with midco

Our Customer Number: begins with

Name 1: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
2.	Users must always use the SetID of SHARE whenever working with 1099 information.
3.	Vendors can be searched on their name, vendor number, or their short name. In this example, we entered "midco" in the Short Vendor Name field.
4.	Click the Look up Short Vendor Name (Alt+5) button. 

Training Guide

Module 3 – 1099 Vendor Reporting



Vendor Balance by Class - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/C/MPAGE_WITHHOLDINGS.WTHD_BAL_VNDR.GBL?PORTALPARAM_PTCNAV=EP_WTHD_BAL_VNDR_GBL

File Edit View Favorites Tools Help

Vendor Balance by Class

NDFT

Home Worklist Add to Favorites Sign out

New Window Help

Look Up Short Vendor Name

SetID: SHARE

Short Vendor Name: begins with MIDCO

Name 1: begins with

Vendor ID: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-7 of 7 Last

Short Vendor Name	Name 1	Vendor ID
MIDCO DATA-001	MIDCO DATA RISMARCK INC	0000024714
MIDCO ENTE-001	MIDCO ENTERPRISES INC	0000037126
MIDCONTINE-001	MIDCONTINENT BUSINESS SOLUTIONS	0000001375
MIDCONTINE-002	MIDCONTINENT COMMUNICATIONS ADVERTISING	0000002868
MIDCONTINE-003	MIDCONTINENT COMMUNICATIONS	0000002315
MIDCONTINE-004	MIDCONTINENT PUBLIC LIBRARY	0000079856
MIDCONTINE-005	MIDCONTINENT BUSINESS SOLUTIONS	0000081925

Start Vendor Balance by CL...

Step	Action
5.	A list of vendors with a Short Name beginning with “Midco” will appear. For our purposes, we want to see all the reporting so far on Midcontinent Business Solutions.
6.	Click the Search button when you come back to the first screen. <div>Search</div>



Training Guide

Module 3 – 1099 Vendor Reporting

Vendor Balance by Class - Windows Internet Explorer

https://www.connectnd.us/isp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_BAL_VNDR.GBL?PORTALPARAM_PTCNAV=EP_WTHD_BAL_VNDR_GBL

File Edit View Favorites Tools Help

Vendor Balance by Class

NDFT

Home | Voucherlist | Add to Favorites | Sign out

New Window | Help | Help

Vendor Balances by class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = SHARE

Vendor ID: begins with

Vendor Location: begins with

Short Vendor Name: begins with MIDCONTINE-005

Our Customer Number: begins with

Name 1: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-4 of 4 Last

SetID	Vendor ID	Vendor Location	Short Vendor Name	Our Customer Number	Name 1
SHARE 0000081925 1099REPORT		MIDCONTINE-005	7148		MIDCONTINENT BUSINESS SOLUTIONS
SHARE 0000081925 2REMIT		MIDCONTINE-005	7148		MIDCONTINENT BUSINESS SOLUTIONS
SHARE 0000081925 MAIN		MIDCONTINE-005	7148		MIDCONTINENT BUSINESS SOLUTIONS
SHARE 0000081925 REMIT1		MIDCONTINE-005	7148		MIDCONTINENT BUSINESS SOLUTIONS

Start Vendor Balance by CL...

Step	Action
7.	If your vendor has more than one location, click the link that you used in your vouchers and/or corrections.

Training Guide

Module 3 – 1099 Vendor Reporting



Vendor Balance by Class - Windows Internet Explorer

https://www.connectnd.us/ssp/ndt/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_BAL_VNDR.GBL?PORTALPARAM_PTCNAV=EP_WTHD_BAL_VNDR_GBU

File Edit View Favorites Tools Help

Vendor Balance by Class

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Vendor Balance

SetID: SHARE Vendor: 0000081925 MIDCONTINENT BUSINESS SOLUTIONS Location: 1099REPORT

Payment

Start Date: 01/01/2008 End Date: 123108 Search

Business Units Find View All First 1 of 1 Last

Business Unit:

Withholding Balances Customize Find View All First 1 of 1 Last

Entity	Type	Jurisdiction	Class Description	Basis Amt	Liability Amt	Paid Amount	Currency
				0.000	0.000	0.000	

Save Return to Search Previous in List Next in List Notify

Step	Action
8.	Always use the entire calendar year that you are concerned about. For this topic we are working with the 2008 calendar year. Enter " 010108 " in the Start Date field.
9.	Enter " 123108 " in the End Date field.
10.	Click the Search button. <div>Search</div>



Training Guide

Module 3 – 1099 Vendor Reporting

Vendor Balance by Class - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_BAL_VNDR.GBL?PORTALPARAM_PTCNAV=EP_WTHD_BAL_VNDR.GBL

File Edit View Favorites Tools Help

Vendor Balance by Class

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Vendor Balance

SetID: SHARE Vendor: 0000081925 MIDCONTINENT BUSINESS SOLUTIONS Location: 1099REPORT

Payment

Start Date: 01/01/2008 End Date: 12/31/2008 Search

Business Units

Find View All First 1 of 6 Last

Business Unit: 11000 Office of Management & Budget

Withholding Balances

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099	FED	07	Non-Employee Compensation	800.000	0.000	0.000	USD

Save Return to Search Previous in List Next in List Notify

Step	Action
11.	Notice that there are six pages of business units reporting on this location. You will be able to see other agencies' total payments to this vendor location, but no confidential information. Click the View All link to see all business units or scroll with the arrow key to find yours.
12.	If you see that the total on this page for your business unit matches the total you think is correct, you can feel confident that the correct amount will print on the vendor's 1099-MISC form. Click the Return to Search button when done.

Training Guide

Module 3 – 1099 Vendor Reporting



Vendor Balance

SetID: SHARE Vendor: 0000081925 MIDCONTINENT BUSINESS SOLUTIONS Location: 1099REPORT

Payment

Start Date: 01/01/2008 [BT] End Date: 12/31/2008 [BT] Search

Business Units Find View All First 1 of 1 Last

Business Unit: 12500 Attorney Generals Office

Withholding Balances

Entity	Type	Jurisdiction	Class	Description
IRS	1099	FED	07	Non-Employee Compensation

Save Warning

You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

OK Cancel

Save Return to Search Previous in List Next in List Notify

Step	Action
13.	Just click the Cancel button when you get this warning message. Don't bother clicking "OK" as this screen will not save the information anyway. <div>Cancel</div>



Training Guide Module 3 – 1099 Vendor Reporting

Vendor Balance by Class - Windows Internet Explorer

https://www.connectnd.us/isp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_BAL_VNDR.GBL?PORTALPARAM_PTCNAV=EP_WTHD_BAL_VNDR_GBL

File Edit View Favorites Tools Help

Vendor Balance by Class

NDFT

Home | Vborlist | Add to Favorites | Sign out

New Window | Help | Help

Vendor Balances by class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = SHARE

Vendor ID: begins with 0000081925

Vendor Location: begins with 1099REPORT

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-4 of 4 Last

SetID	Vendor ID	Vendor Location	Short Vendor Name	Our Customer Number	Name 1
SHARE 0000081925 1099REPORT		MIDCONTINE-005	7148		MIDCONTINENT BUSINESS SOLUTIONS
SHARE 0000081925 2REMIT		MIDCONTINE-005	7148		MIDCONTINENT BUSINESS SOLUTIONS
SHARE 0000081925 MAIN		MIDCONTINE-005	7148		MIDCONTINENT BUSINESS SOLUTIONS
SHARE 0000081925 REMIT1		MIDCONTINE-005	7148		MIDCONTINENT BUSINESS SOLUTIONS

Start Vendor Balance by CL...

Step	Action
14.	<p>That is all there is to using Vendor Balance by Class. If you wish you can inquire on another vendor from this screen.</p> <p>This inquiry is more accurate than any query, because these screens look directly at the 1099 tables. Do not forget to click "View All" to see the reporting from all business units. One thing to remember is that your corrections made on the Update Withholding VoucherLine page will not appear on this screen until the next day; a nightly process needs to run to make those changes.</p> <p>The next section shows a function whose changes <u>will</u> show up immediately under Vendor Balance By Class – withholding adjustments.</p> <p>End of Lesson.</p>

Training Guide
Module 3 – 1099 Vendor Reporting





Lesson 3.5 - Withholding Adjustments

NAVIGATION: *Vendors > 1099/Global Withholding > Maintain > Adjust Withholding*

Role Required: NDC_1099_MAINTENANCE

A new screen has been made available to users with the 1099 Maintenance role called Withholding Adjustment or Adjust Withholding - depending upon which screen you are looking at. Access to this screen will allow agency users to do the following:

- Split vouchers between reportable and nonreportable amounts that were combined on one invoice line;
- Enter reportable payments made to employees on the HOME location in error; and
- Enter payments made on a system other than PeopleSoft, where the transactions still need to be reported.

Previously only Vendor Registry had access to this screen, but the number of adjustments has been growing steadily each year. It is not a difficult process, but as with any 1099 corrections, caution must be used when entering this information.

Contact Vendor Registry at (701) 328-2773 if you have any problems entering withholding adjustments.



3.5.1 - Split Reporting on Invoice Lines

NAVIGATION: *Vendors > 1099/Global Withholding > Maintain > Adjust Withholding*

Role Required: NDC_1099_MAINTENANCE

Agencies often find that they make payments that include both reportable and nonreportable items, such as a bill for parts and labor. The easiest way to split the total amount is to do so in voucher (see [Correcting Withholding Information Within Voucher](#)).

In the past, agencies had to have Vendor Registry split this reporting for them if it got missed in the voucher. A new screen is now available for agencies to split their vouchers between reportable and nonreportable amounts themselves called **Withholding Adjustment** or **Adjust Withholding**, depending upon which screen you are looking at.

If you have several vouchers that need splitting, you might want to prepare your work ahead of time by entering the information into the spreadsheet called "Template for Withholding Adjustments" found at <http://www.nd.gov/vr/1099/1099-info-index.html>.

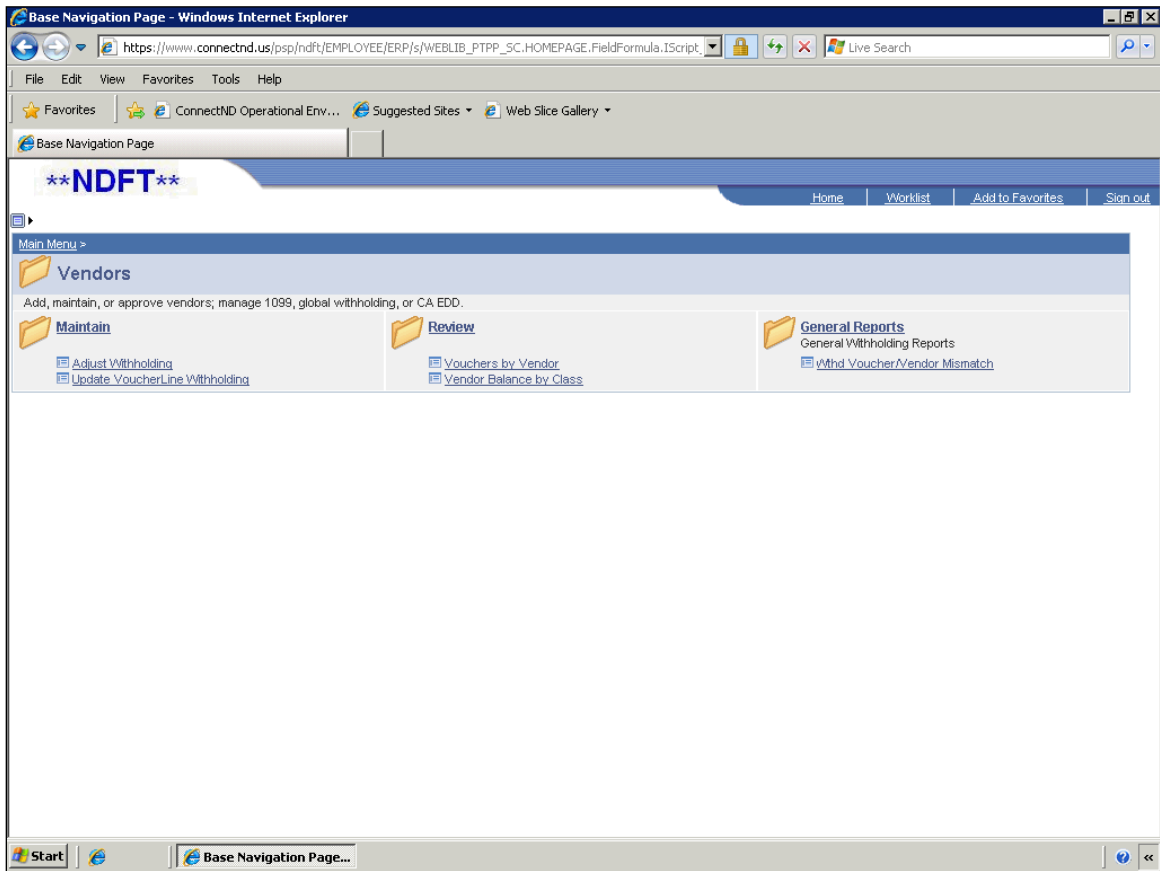
Procedure

An example of a common vendor requiring vouchers to be split would be payments to Presort Plus, where part of the payment is reportable for the service they provide, but the bulk of the amount is for postage and, therefore, nonreportable. This topic will use Presort Plus as an example of how to split reporting on vouchers.



Training Guide

Module 3 – 1099 Vendor Reporting



Step	Action
1.	To access the Adjust Withholding screen, begin by clicking the Vendors link.
2.	Click the Adjust Withholding link under Maintain . <u>Adjust Withholding</u>

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help

Withholding Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Vendor SetID: = SHARE

Vendor ID: begins with 0000097057

Vendor Location: begins with

Search Clear Basic Search Save Search Criteria

Step	Action
3.	Make sure that the SetID on the first line says "SHARE." Next, enter the vendor number that needs reporting split into the Vendor ID field.
4.	Click the Search button. <div>Search</div>



Training Guide

Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help

Withholding Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Vendor SetID: = SHARE

Vendor ID: begins with 0000097057

Vendor Location: begins with

Main Content Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

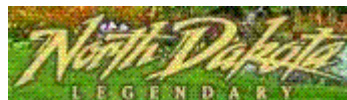
Vendor SetID	Vendor ID	Vendor Location Name 1
SHARE	0000097057 DHSCONT001	PRESORT PLUS LLC
SHARE	0000097057 MAIN	PRESORT PLUS LLC

Start Adjust Withholding - ...

Step	Action
5.	If the vendor has more than one reportable location, select the one you used in your vouchers. The Location names are listed in the 1099 Mismatch and 1099 Activity queries.

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Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 0000097057 MAIN PRESORT PLUS LLC

Search Criteria

Business Unit:

Entity: Jurisdiction: Start Date:

Type: Class: End Date: Search

Adjustments

Customize Find View All First 1 of 1 Last

Main Information Transaction Info Payment Information Adjustment Reason

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Legacy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Previous in List Next in List Notify Refresh

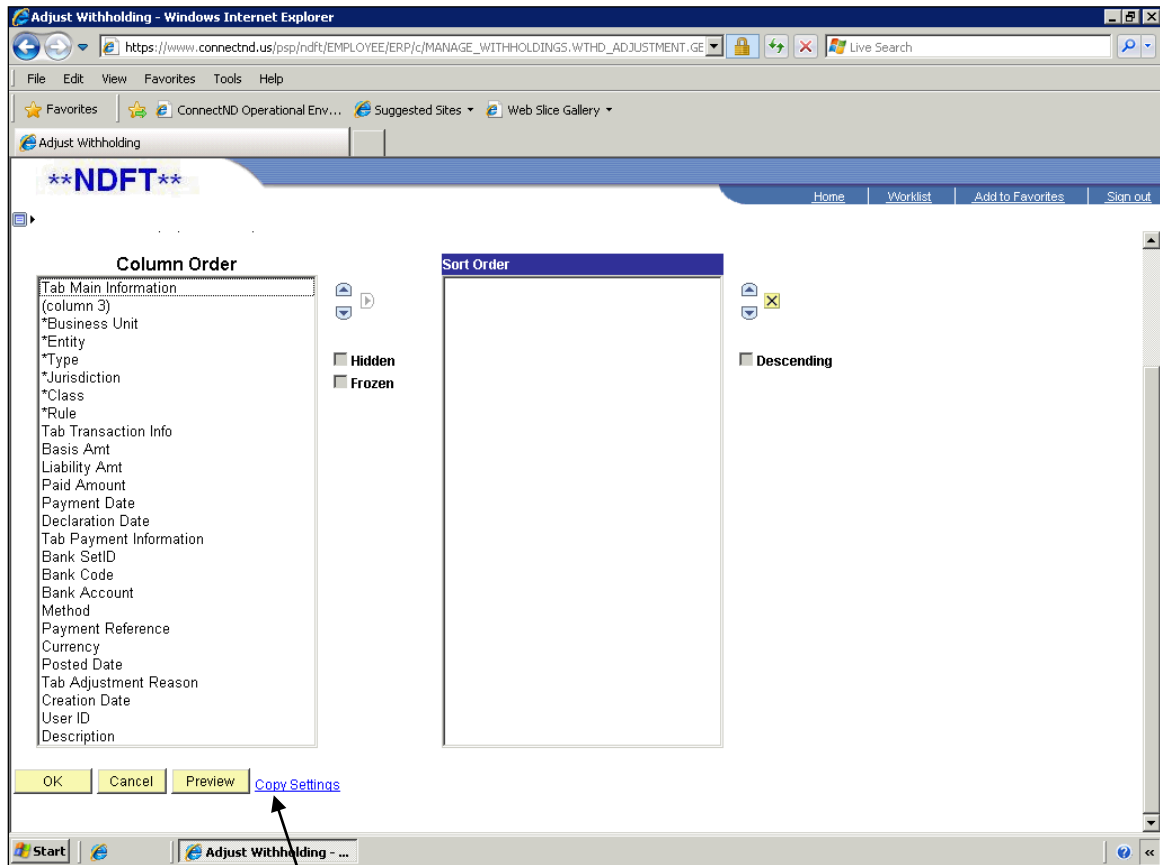
Step	Action
6.	If this is the first time you have used the Withhold Adjustments page, click the Customize link before going any further. Customize

If you have already customized this screen, move on to page 111 for withholding adjustments.



Training Guide

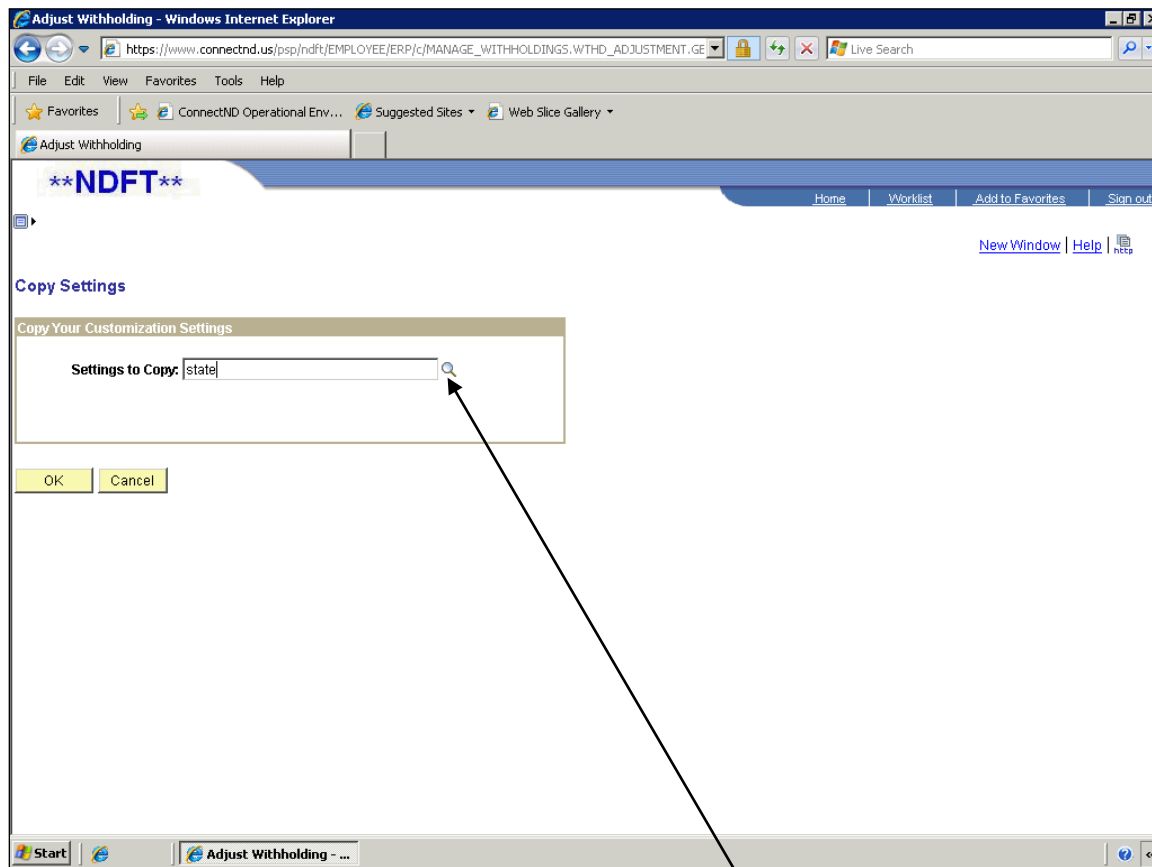
Module 3 – 1099 Vendor Reporting



Step	Action
7.	Vendor Registry has a setting for agencies to use. Click the Copy Settings link.

Training Guide

Module 3 – 1099 Vendor Reporting

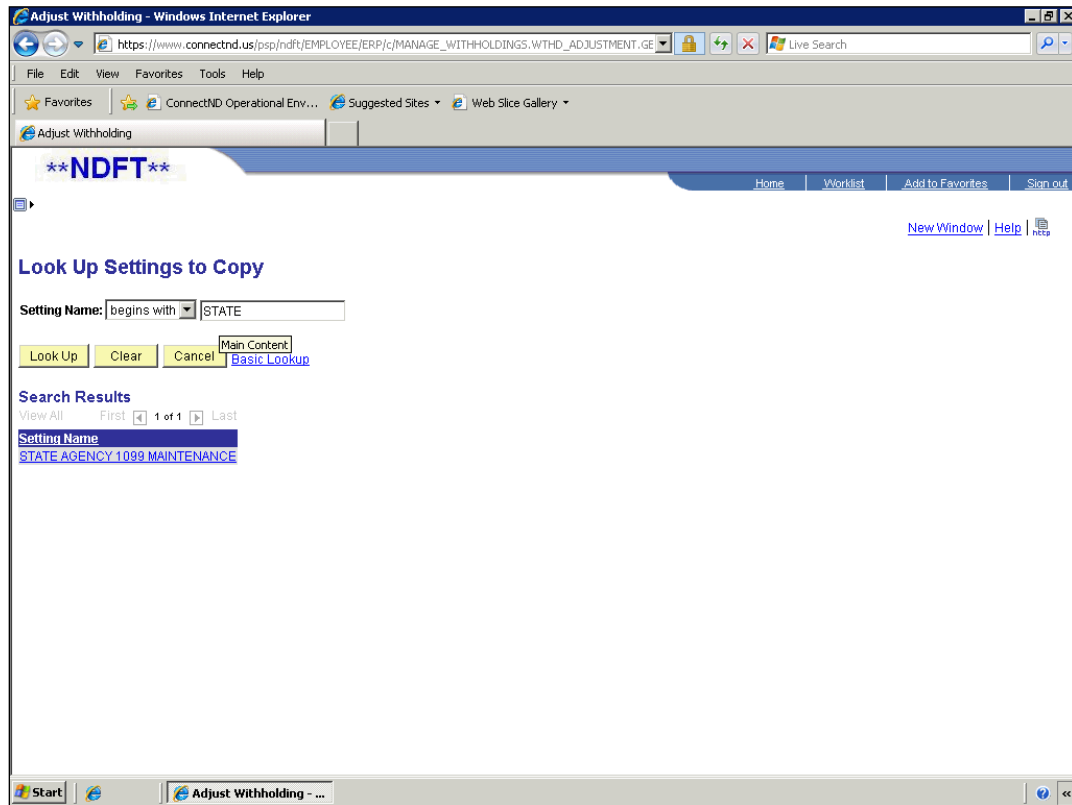


Step	Action
8.	Click the Look up Settings to Copy (Alt+5) button. 



Training Guide

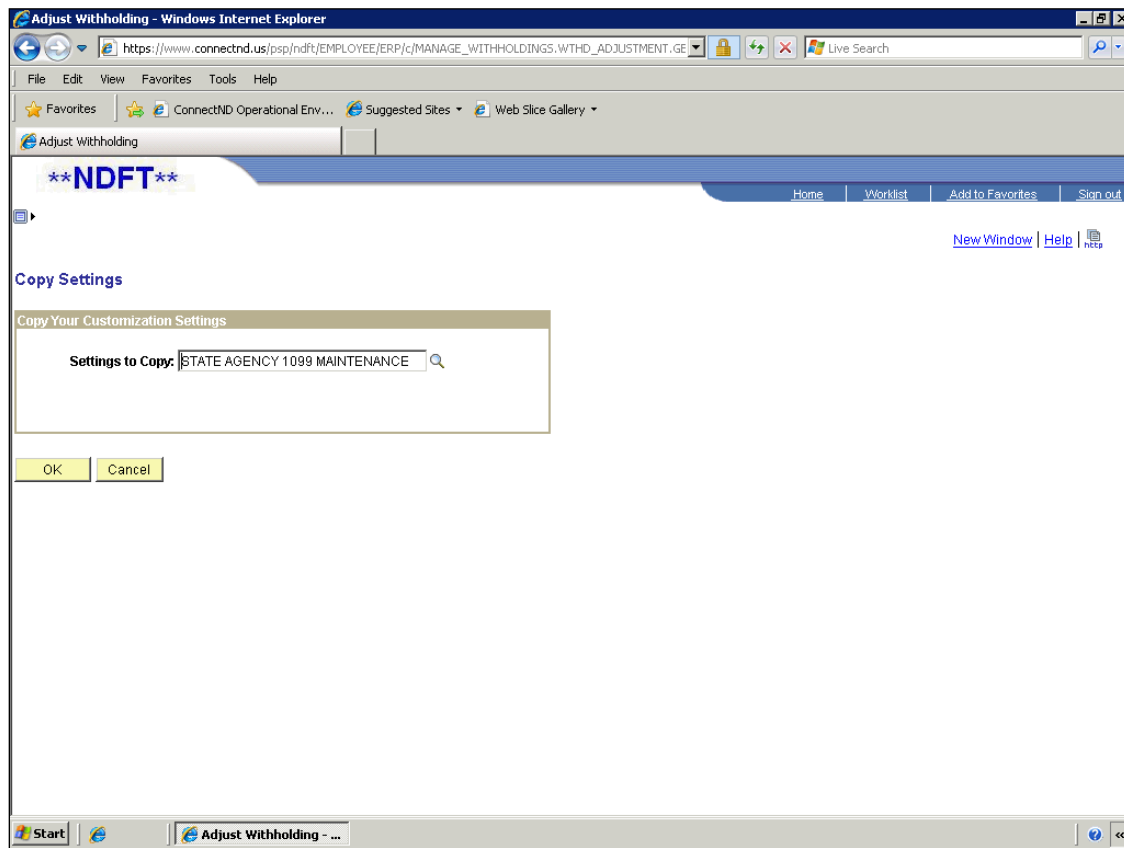
Module 3 – 1099 Vendor Reporting



Step	Action
9.	Click the STATE AGENCY 1099 MAINTENANCE link.

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Module 3 – 1099 Vendor Reporting




Step	Action
10.	Click the OK button. <div>OK</div>



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Module 3 – 1099 Vendor Reporting

Step	Action
11.	Click the OK button on this page as well. 

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 0000097057 MAIN PRESORT PLUS LLC

Search Criteria

Business Unit:

Entity: Jurisdiction: Start Date:

Type: Class: End Date: Search


Adjustments

Customize Find View All First 1 of 1 Last

Main Information Transaction Info Adjustment Reason

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Legacy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Previous in List Next in List Notify Refresh

Step	Action
12.	<p>You should only have to customize this screen once.</p> <p>Now click the Show all columns button to expand these fields.</p> 
13.	<p>NOTE: You may have to click the "expand" button each time you use this screen, but your customized settings should remain.</p>



Training Guide Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 0000097057 MAIN PRESORT PLUS LLC

Search Criteria

Business Unit: 10800

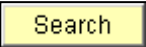
Entity: Jurisdiction: Start Date: 01012010

Type: Class: End Date: 12312010 Search

Adjustments

*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
Legacy						0.000	06/30/2010	06/30/2010	

Save Return to Search Previous in List Next in List Notify Refresh

Step	Action
14.	Now it's time to enter your adjustment. Make sure your business unit fills in here.
15.	Enter the entire calendar year in the date fields on this page for the reporting year you are trying to fix. To enter for the year 2010, enter "01012010" into the Start Date field.
16.	Enter "12312010" into the End Date field.
17.	Click the Search button. 

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Start Date: 01/01/2010 End Date: 12/31/2010 Search

Customize | End | View All | First 1-3 of 18 Last

Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
7	RULE0	1694.54	01/05/2010	01/05/2010	
7	RULE0	3146.45	01/07/2010	01/07/2010	
7	RULE0	2194.44	01/12/2010	01/12/2010	

Notify Refresh

Start Adjust Withholding - ...

Step	Action
18.	Scroll to the right side of the screen, if necessary, so you can see how many transactions there are.
19.	You can see that there are 18 total transactions, but we currently only view three. Click the View All link.



Training Guide Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/bsp/ndrt/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 0000097057 MAIN PRESORT PLUS LLC

Search Criteria

Business Unit: 10800

Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010

Search

Adjustments

Customize Find

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
Original	10800	IRS	1099	FED	07	RULE0	1694.54	01/05/2010	01/05/2010	
Original	10800	IRS	1099	FED	07	RULE0	3146.45	01/07/2010	01/07/2010	
Original	10800	IRS	1099	FED	07	RULE0	2194.44	01/12/2010	01/12/2010	
Original	10800	IRS	1099	FED	07	RULE0	4371.86	01/14/2010	01/14/2010	
Original	10800	IRS	1099	FED	07	RULE0	330.81	01/29/2010	01/29/2010	
Original	10800	IRS	1099	FED	07	RULE0	2065.61	02/05/2010	02/05/2010	
Original	10800	IRS	1099	FED	07	RULE0	2641.32	02/16/2010	02/16/2010	
Original	10800	IRS	1099	FED	07	RULE0	2208.92	03/09/2010	03/09/2010	

Step	Action
20.	FYI: Any transaction line that says "Original" came from a voucher and cannot be changed on this screen. (Continue to use the Update VoucherLine Withholding screen for regular corrections.)

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Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page


PRESORT PLUS LLC

Start Date: 01/01/2010 End Date: 12/31/2010 Search

Customize Find View 3 First 1-18 of 18 Last

Jurisdiction	Class	Rule	Basis Amt	Payment Date	Declaration Date	Description	
FED	07	RULE0	1694.54	01/05/2010	01/05/2010		+ -
FED	07	RULE0	3146.45	01/07/2010	01/07/2010		+ -
FED	07	RULE0	2194.44	01/12/2010	01/12/2010		+ -
FED	07	RULE0	4371.86	01/14/2010	01/14/2010		+ -
FED	07	RULE0	330.61	01/29/2010	01/29/2010		+ -
FED	07	RULE0	2065.61	02/05/2010	02/05/2010		+ -
FED	07	RULE0	2641.32	02/16/2010	02/16/2010		+ -
FED	07	RULE0	2208.92	03/09/2010	03/09/2010		+ -

Start Adjust Withholding - ...

Step	Action
21.	Back to the right of the screen, click the Add a new row at row 1 (Alt+7) button for each Original line that needs to be split. 



Training Guide Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Adjustments

0000097057 MAIN PRESORT PLUS LLC

10800

Jurisdiction: Start Date: 01/01/2010

Class: End Date: 12/31/2010 Search

Customize Find View 3 First

Business Unit	Entity	Type	Jurisdiction	Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
10800	IRS	1099	FED	07	RULE0	1694.54	01/05/2010	01/05/2010	
10800	irs	1099	fed			0.000	06/30/2010	06/30/2010	
10800	IRS	1099	FED	07	RULE0	3146.45	01/07/2010	01/07/2010	
10800	IRS	1099	FED	07	RULE0	2194.44	01/12/2010	01/12/2010	
10800	IRS	1099	FED	07	RULE0	4371.86	01/14/2010	01/14/2010	
10800	IRS	1099	FED	07	RULE0	330.61	01/29/2010	01/29/2010	
10800	IRS	1099	FED	07	RULE0	2065.61	02/05/2010	02/05/2010	
10800	IRS	1099	FED	07	RULE0	2641.32	02/16/2010	02/16/2010	

Start Adjust Withholding - ...

Step	Action
22.	<u>Every field of each line you add must be completed.</u> Enter your business unit into the Business Unit field.
23.	We are mimicking the row above for the most part. Always enter "irs" into the Entity field.
24.	Always enter "1099" into the Type field.
25.	Always enter "fed" into the Jurisdiction field.

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page help

Adjustments

0000097057 MAIN PRESORT PLUS LLC

10800


Jurisdiction: Start Date: 01/01/2010

Class: End Date: 12/31/2010 Search

Customize Find View 3 First

Business Unit	Entity	Type	Jurisdiction	Class	Rule	Amount	Payment Date	Declaration Date	Description
10800	IRS	1099	FED	07	RULE0	1694.54	01/05/2010	01/05/2010	
10800	IRS	1099	FED	07	RULE0	0.000	06/30/2010	06/30/2010	
10800	IRS	1099	FED	07	RULE0	3146.45	01/07/2010	01/07/2010	
10800	IRS	1099	FED	07	RULE0	2194.44	01/12/2010	01/12/2010	
10800	IRS	1099	FED	07	RULE0	4371.86	01/14/2010	01/14/2010	
10800	IRS	1099	FED	07	RULE0	330.61	01/29/2010	01/29/2010	
10800	IRS	1099	FED	07	RULE0	2065.61	02/05/2010	02/05/2010	
10800	IRS	1099	FED	07	RULE0	2641.32	02/16/2010	02/16/2010	

Start Adjust Withholding - ...

Step	Action
26.	Because you are making a split entry here, you must use the same class as the voucher you are splitting. PLEASE NOTE: If the class was wrong on the original voucher, you must correct that in Update VoucherLine Withholding the day before you try to split the line here.
27.	Click the Look up Rule (Alt+5) button instead of typing in this field. 



Training Guide

Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help

Look Up Rule

Withholding Entity: IRS
Withholding Type: 1099
Withholding Class: 07
Withholding Rule: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-3 of 3 Last

Withholding Rule	Description
RULE0	Zero Percent Withholding rule
RULE0	Zero Percent Withholding rule
RULE1	1099 Standard Rule

Step	Action
28.	OMB uses the first RULE0 listed. Click this RULE0 link on top.

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Adjustments

0000097057 MAIN PRESORT PLUS LLC

10800

Jurisdiction: Start Date: 01/01/2010

Class: End Date: 12/31/2010 Search

Customize Find View 3 First

*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
10800	IRS	1099	FED	07	RULE0	1694.54	01/05/2010	01/05/2010	
10800	IRS	1099	FED	07	RULE0	0.00	01/05/2010	06/30/2010	
10800	IRS	1099	FED	07	RULE0	3146.45	01/07/2010	01/07/2010	
10800	IRS	1099	FED	07	RULE0	2194.44	01/12/2010	01/12/2010	
10800	IRS	1099	FED	07	RULE0	4371.86	01/14/2010	01/14/2010	
10800	IRS	1099	FED	07	RULE0	330.61	01/29/2010	01/29/2010	
10800	IRS	1099	FED	07	RULE0	2065.61	02/05/2010	02/05/2010	
10800	IRS	1099	FED	07	RULE0	2641.32	02/16/2010	02/16/2010	

Start Adjust Withholding - ...

Step	Action
29.	Enter the same date here as the voucher you are splitting above.



Training Guide Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Adjustments

0000097057 MAIN PRESORT PLUS LLC

10800

Jurisdiction: Start Date: 01/01/2010

Class: End Date: 12/31/2010 Search

Customize Find View 3 First

Business Unit	Entity	Type	Jurisdiction	Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
10800	IRS	1099	FED	07	RULE0	1694.54	01/05/2010	01/05/2010	
10800	IRS	1099	FED	07	RULE0	-1600.00	01/05/2010	06/30/2010	
10800	IRS	1099	FED	07	RULE0	3146.45	01/07/2010	01/07/2010	
10800	IRS	1099	FED	07	RULE0	2194.44	01/12/2010	01/12/2010	
10800	IRS	1099	FED	07	RULE0	4371.86	01/14/2010	01/14/2010	
10800	IRS	1099	FED	07	RULE0	330.61	01/29/2010	01/29/2010	
10800	IRS	1099	FED	07	RULE0	2065.61	02/05/2010	02/05/2010	
10800	IRS	1099	FED	07	RULE0	2641.32	02/16/2010	02/16/2010	

Start Adjust Withholding - ...

Step	Action
30.	<p>In this example, we only want to report \$94.54 of the amount on line 1, because \$1600 of that was for postage. Now comes the tricky part: <u>You must enter a negative amount to minus out what should NOT be reported.</u></p> <p>In the example above, "-1600.00" was entered in the Basis Amt field so all that will remain is the \$94.54 reportable service charge.</p>

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page


Start Date: 01/01/2010

End Date: 12/31/2010 Search

Customize Find View 3 First 4-19 of 19 Last

Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
07	RULE0	1694.54	01/05/2010	01/05/2010	
07	RULE0	-1600.00	01/05/2010	01/05/2010	split voucher
07	RULE0	3146.45	01/07/2010	01/07/2010	
07	RULE0	2194.44	01/12/2010	01/12/2010	
07	RULE0	4371.86	01/14/2010	01/14/2010	
07	RULE0	330.61	01/29/2010	01/29/2010	
07	RULE0	2065.61	02/05/2010	02/05/2010	
07	RULE0	2641.32	02/16/2010	02/16/2010	

Start Adjust Withholding - ...

Step	Action
31.	To document your actions for any future audit, enter a description that will make sense later in the Description field, such as “split voucher #1546.”
32.	To split the next voucher, click the Add a new row at row 3 (Alt+7) button. 



Training Guide Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Adjustments

0000097057 MAIN PRESORT PLUS LLC

10800


Jurisdiction: Start Date: 01/01/2010

Class: End Date: 12/31/2010 Search

Customize Find View 3 First

Business Unit	Entity	Type	Jurisdiction	Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
10800	IRS	1099	FED	07	RULE0	1694.54	01/05/2010	01/05/2010	
10800	IRS	1099	FED	07	RULE0	-1600.00	01/05/2010	01/05/2010	split voucher
10800	IRS	1099	FED	07	RULE0	3146.45	01/07/2010	01/07/2010	
10800	IRS	1099	FED	07	RULE0	0.00	06/30/2010	06/30/2010	
10800	IRS	1099	FED	07	RULE0	2194.44	01/12/2010	01/12/2010	
10800	IRS	1099	FED	07	RULE0	4371.86	01/14/2010	01/14/2010	
10800	IRS	1099	FED	07	RULE0	330.61	01/29/2010	01/29/2010	
10800	IRS	1099	FED	07	RULE0	2065.61	02/05/2010	02/05/2010	

Start Adjust Withholding - ...

Step	Action
33.	<p>For every line you enter on this page, complete the fields Business Unit through Rule with the same data as the voucher line you are splitting.</p> <p>(Remember to click the Look up Rule (Alt+5) button to select the appropriate rule.)</p> 

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Adjustments

0000097057 MAIN PRESORT PLUS LLC

10800

Jurisdiction: Start Date: 01/01/2010

Class: End Date: 12/31/2010 Search

Customize Find View 3 First

*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
10800	IRS	1099	FED	07	RULE0	1694.54	01/05/2010	01/05/2010	
10800	IRS	1099	FED	07	RULE0	-1600.00	01/05/2010	01/05/2010	split voucher
10800	IRS	1099	FED	07	RULE0	3146.45	01/07/2010	01/07/2010	
10800	IRS	1099	FED	07	RULE0	-3100.00	06/30/2010	06/30/2010	
10800	IRS	1099	FED	07	RULE0	2194.44	01/12/2010	01/12/2010	
10800	IRS	1099	FED	07	RULE0	4371.86	01/14/2010	01/14/2010	
10800	IRS	1099	FED	07	RULE0	330.61	01/29/2010	01/29/2010	
10800	IRS	1099	FED	07	RULE0	2065.61	02/05/2010	02/05/2010	

Start Adjust Withholding - ...

Step	Action
34.	To keep only \$46.45 of this voucher reportable, we need to enter a negative \$3100 to offset the entry of \$3,146.45.



Training Guide Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 0000097057 MAIN PRESORT PLUS LLC

Search Criteria

Business Unit: 10800

Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010 Search

Adjustments


	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
Original	10800	IRS	1099	FED	07	RULE0	1694.54	01/05/2010	01/05/2010	
Legacy	10800	IRS	1099	FED	07	RULE0	-1600.00	01/05/2010	01/05/2010	split voucher
Original	10800	IRS	1099	FED	07	RULE0	3146.45	01/07/2010	01/07/2010	
Legacy	10800	IRS	1099	FED	07	RULE0	-3100.00	01/07/2010	01/07/2010	use smart description
Original	10800	IRS	1099	FED	07	RULE0	2194.44	01/12/2010	01/12/2010	
Original	10800	IRS	1099	FED	07	RULE0	4371.86	01/14/2010	01/14/2010	
Original	10800	IRS	1099	FED	07	RULE0	330.61	01/29/2010	01/29/2010	
Original	10800	IRS	1099	FED	07	RULE0	2065.61	02/05/2010	02/05/2010	

Step	Action
35.	Enter the same date as the voucher above whenever possible. Enter "01072010" into the Payment Date field.
36.	Enter a good Description for tracking this entry later.
37.	<p>A note about the Payment Dates: We told you to enter the same payment date as the voucher you are splitting; HOWEVER, you can only use a specific date <u>once</u> on a Legacy line. The system will distinguish the Original voucher lines from your entries by calling yours "Legacy."</p> <p>In our example here, if the next voucher you needed to split also had a payment date of 01/07/2010, we would not be able to use that date again - we would have to use 01/08/2010. Confused? Don't worry; if you accidentally enter the same date twice, the system will give you an error message to let you know!</p>

Training Guide

Module 3 – 1099 Vendor Reporting



Step	Action
38.	<p>When you are done with your splits, click the Save button.</p> 
39.	<p>As stated earlier, corrections made on the Withhold Adjustments page will correct the entries immediately – you do not have to wait for any overnight process.</p> <p>If you wish to review the new total amount being reported by your agency to this vendor, follow the instructions on pages 158-166 of Lesson 3.4 Vendor Balances by Class Inquiry.</p>
40.	<p>Not only can the Withholding Adjustment screen be used for splitting invoices, but you can also correct payments to employees made on the wrong location. See the topic 3.5.3 - Fixing Reportable Pymts to Employees on page 137 for details.</p> <p>End of 3.5.1.</p>



3.5.2 - Reporting Off-PSFT Transactions

Agency personnel with the 1099 Maintenance Role will now have access to the **Adjust Withholding** screen to enter payments that were not made through PeopleSoft vouchers, but are still reportable.

Before entering these transactions, some preparation is required:

1. Organize your payments by entering them on the spreadsheet entitled "Template for 1099 Reporting of Payments Not in PeopleSoft" found at <http://www.nd.gov/vr/1099/1099-info-index.html>.
2. Look to see if a vendor number has already been assigned to your payee, by either searching on a voucher screen or which the **Limited Vendor Inquiry** screen (request this role on **SFN 54418** for access).
3. Make sure the vendor is reportable. The payments need to be for services to a for-profit individual or organization that is not incorporated.
4. If the vendor paid off-PeopleSoft does not exist on the vendor database, a W-9 will have to be collected from that business and a new vendor set up by Vendor Registry.

PLEASE NOTE: You must tell Vendor Registry in your request that this vendor is for a withholding adjustment. The vendor will have to be backdated to the date of your earliest payment!

Procedure

This exercise will be very similar to the other topics on withholding adjustments. It is tailored to specific steps dealing with payments that have not been made on PeopleSoft vouchers.

Step	Action
1.	To access the Withholding Adjustments page, begin by clicking on Vendors in the navigation menu, then 1099/Global Withholding .
2.	Then click the Adjust Withholding link under Maintain . This will be just above the Update VoucherLine Withholding link you are used to using.

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

Home Worklist Add to Favorites Sign out

Search: []

Menu

- My Favorites
- Vendors
 - 1099/Global Withholding
 - Maintain
 - Adjust Withholding
 - Update Voucher Line Withholding
 - Review
 - General Reports
 - Purchasing
 - eProcurement
 - Services Procurement
 - Accounts Payable
 - Asset Management
 - Commitment Control
 - Set Up Financials/Supply Chain
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - ND Utilities & Interfaces
 - NDS Reports
 - Tax Center
 - Back to Portal
 - Change My Password
 - My Personalizations
 - My System Profile

Withholding Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Vendor SetID: [] [SHARE]

Vendor ID: [begins with] [0000130921]

Vendor Location: [begins with] []

Search Clear Basic Search Save Search Criteria

Step	Action
3.	Let's say that you had to request a new vendor to be set up, and Vendor Registry told you that the new number was #130921. First, make sure that the SetID on the first line says " SHARE ." Then enter " 0000130921 " into the Vendor ID field.
4.	Click the Search button. <div>Search</div>



Training Guide Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Menu

Search:

My Favorites

Vendors

1099/Global Withholding

Maintain

Adjust Withholding

Update Voucher Line Withholding

Review

General Reports

Procurement

eProcurement

Services Procurement

Accounts Payable

Asset Management

Commitment Control

Set Up Financials/Supply Chain

Worklist

Tree Manager

Reporting Tools

PeopleTools

ND Utilities & Interfaces

NDS Reports

Tax Center

Back to Portal

Change My Password

My Personalizations

My System Profile

Withhold Adjustments

Vendor: SHARE 0000130921 REMIT REPORTABLE VENDOR NOT ON PSFT

Search Criteria

Business Unit: []

Entity: [] Jurisdiction: [] Start Date: []

Type: [] Class: [] End Date: [] Search

Adjustments Customize Find View All First 1 of 1 Last

Main Information Transaction Info Adjustment Reason

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Legacy	[]	[]	[]	[]	[]	[]

Save Return to Search Notify Refresh

Step	Action
5.	If the vendor has only one reportable location, it will automatically appear like the above screen.
6.	If this is the first time you have used the Withhold Adjustments page, please follow the instructions on Customizing this screen before going any further. See pages 104-110 of Lesson 3.5.1 – Split Reporting on Invoice Lines .

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 0000033464 MAIN RAMKOTA HOTEL BISMARCK

Search Criteria

Business Unit:

Entity: Jurisdiction: Start Date:

Type: Class: End Date:

Adjustments

Customize | Find | View All | First 1 of 1 Last

Main Information Transaction Info Adjustment Reason

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Legacy	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Main Content

Step	Action
7.	If your screen has been customized, click the Show all columns button to expand the fields. It should now look like the one on the next page.



Training Guide Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 0000130921 REMIT REPORTABLE VENDOR NOT ON PSFT

Search Criteria

Business Unit: 18800 **8**

Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010 **9** Search

Adjustments

Business Unit	Entity	Type	Jurisdiction	Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
Legacy						0.000	06/30/2010	06/30/2010	

Save Return to Search Notify Refresh

Step	Action
8.	Make sure your business unit fills in here under 'Search Criteria.'
9.	Enter the entire calendar year in the date fields on this page for the year you are reporting. Our example shows how the calendar year of 2010 would be entered.
10.	Click the Search button. <div>Search</div>

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 0000130921 REMIT REPORTABLE VENDOR NOT ON PSFT

Search Criteria

Business Unit: 18800


Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010 Search

Adjustments

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
Legacy	18800	irs	1099	fed			0.000	06/30/2010	06/30/2010	

Save Return to Search Notify Refresh

Step	Action
11.	Now we need to enter the information for the payment not made in PeopleSoft. We need "18800" into the Business Unit field for our example.
12.	Always enter "irs" into the Entity field.
13.	Always enter "1099" into the Type field.
14.	Always enter "fed" into the Jurisdiction field.
15.	Click the Look up Class (Alt+5) button to make sure the correct withholding class was set up on this vendor. 



Training Guide

Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Favorites ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

****NDFT****

Home Worklist Add to Favorites Sign out

New Window Help

Look Up Class

Vendor SetID: SHARE
Vendor ID: 0000130921
Vendor Location: REMIT
Withholding Entity: IRS
Withholding Jurisdiction: FED
Withholding Type: 1099
Withholding Class: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-2 of 2 Last

Withholding Class	Description
03	Other Income
07	Non-Employee Compensation

Step	Action
16.	<p>The withholding class of 07 is usually the default class set up for vendors, but in this case, we paid the vendor an award, which is unearned income.</p> <p>Click the 03 link for Other Income. If the class you need does not appear, enter a Vendor Request through the Vendor Registry Work Request System to have it added.</p>

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 0000130921 REMIT REPORTABLE VENDOR NOT ON PSFT

Search Criteria

Business Unit: 18800


Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010 Search

Adjustments

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
Legacy	18800	IRS	1099	FED	03		0.00	06/30/2010	06/30/2010	

Save Return to Search Notify Refresh

Step	Action
17.	Click the Look up Rule (Alt+5) button instead of typing in this field. 



Training Guide

Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

****NDFT****

Home Worklist Add to Favorites Sign out

New Window Help

Look Up Rule

Withholding Entity: IRS
Withholding Type: 1099
Withholding Class: 03
Withholding Rule: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-3 of 3 Last

Withholding Rule	Description
RULE0	Zero Percent Withholding rule
RULE0	Zero Percent Withholding rule
RULE1	1099 Standard Rule

Step	Action
18.	Click the <u>first</u> RULE0 link listed.

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 0000130921 REMIT REPORTABLE VENDOR NOT ON PSFT

Search Criteria

Business Unit: 18800

Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010 Search

Adjustments

Business Unit	Entity	Type	Jurisdiction	Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
Legacy	18800	IRS	1099	FED	03	RULE0	1000.00	06/30/2010	06/30/2010

Save Return to Search Notify Refresh

Step	Action
19.	Enter the reportable amount of the off-PSFT check into the Basis Amt field. Our award was all reportable, so we entered " 1000.00 ".



Training Guide Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

REPORTABLE VENDOR NOT ON PSFT

Start Date: 01/01/2010



End Date: 12/31/2010 Search

Customize Find View All First 1 of 1 Last

Jurisdiction	Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
FED	03	RULE0	1000.00	06/30/2010	06/30/2010	Payment from system

refresh

Start Adjust Withholding - ...

Step	Action
20.	Enter the actual Payment Date in that field. Next enter a Description that will allow you and the Auditors to trace back to the original payment. If it was a check printed from another system, enter the check number.
21.	If you entered more than one check, or you have to split the reporting between two different classes, click the Add a new row at row 1 (Alt+7) button to add more rows. 
22.	If you do not have to enter another line, click the Save button. 
23.	Your entries will be posted immediately. To see if your entry shows up correctly for reporting, follow the directions on pages 90-97 of this document, in section 3.4.1 – Vendor Balance by Class Inquiry .

Training Guide

Module 3 – 1099 Vendor Reporting



Vendor Balance by Class - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_BAL_VNDR.GBL?...

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Vendor Balance by Class

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Vendor Balance

SetID: SHARE Vendor: 0000130921 REPORTABLE VENDOR NOT ON PSFT Location: REMIT

Payment

Start Date: 01/01/2010 End Date: 12/31/2010 Search

Business Units Find View All First 1 of 1 Last


Business Unit: 18800 Legal Counsel for Indigents

Withholding Balances Customize Find View All First 1 of 1 Last

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099	FED	03	Other Income	1,000.000	0.000	0.000	USD

Save Return to Search Notify

Start Vendor Balance by CL...

Step	Action
24.	The Vendor Balance By Class screen should appear similar to the above. Even though you did not pay this vendor with a PeopleSoft voucher, by setting up the vendor in the database and entering the Withholding Adjustment , the amount and withholding class that appear on this screen will be reported on a 1099-MISC form, as long as the aggregate amount from all state agencies is \$600.00 or more
25.	Click the Return to Search button when done viewing.
26.	You will receive a warning message to Save your work, but just click the Cancel button. 
27.	If you made payments to several vendors that were not paid through PeopleSoft, each vendor will have to be entered separately. Follow these procedures each time and each year you need to do this. End of 3.5.2.



3.5.3 - Fixing Reportable Employee Payments

NAVIGATION: *Vendors > 1099/Global Withholding > Maintain > Adjust Withholding*

This exercise will show how to use the **Adjust Withholding** screen to enter reportable payments made to employees on the wrong vendor location.

Before entering these transactions, you will want to:

1. Run the **NDS_1099_MISMATCH** query or the **NDS_ACCOUNT_INQUIRY** query to determine whether or not some of these payments were made incorrectly.
2. Make sure the payment is actually reportable for a service or rent. Do not report travel reimbursements or tuition reimbursements using this method!
3. Check to see if the employee vendor has a reportable location called "1099." This can be identified by using the Limited Vendor Inquiry screen or by looking it up in voucher first. If such a location does not exist, you will need to submit a Vendor Request to the [Vendor Registry Work Request System](#) and enter "1099" in the location field of that request.

PLEASE NOTE: You must tell Vendor Registry in your request that this vendor is for a withholding adjustment. The vendor will have to be backdated to the date of your earliest payment!

Procedure

Once you have run the query called **NDS_1099_MISMATCH**, check the **Account** column for any account numbers that look like reportable items.

There is a sample spreadsheet on the next page that we will use for this exercise. In it you will see two highlighted entries using account number **611025**, which is for stipends.

Training Guide

Module 3 – 1099 Vendor Reporting



Withholding Mismatch Report											
Vendor ID	Vendor Name	Voucher	Invoice ID	Invoice Date	Voucher Line	Distrib Line	Account	Line W/H	Line Amount	Gross Amount	Location
7000102	Rumpel,Stiltskin	00008015	Mgmt Conf in Fargo 5/2010	5/26/2010	1	1	521015	N	138.600	176.100	HOME
7000102	Rumpel,Stiltskin	00008015	Mgmt Conf in Fargo 5/2010	5/26/2010	1	2	521020	N	37.500	176.100	HOME
0432846	Casanova,Juan	00008049	Tuition May 4 th	5/26/2010	1	1	611030	N	1290.000	1290.000	HOME
0420732	Smith,Joe	00008051	2010 NDSCPA Conference	6/10/2010	1	1	521015	N	138.600	369.100	HOME
0420732	Smith,Joe	00008051	2010 NDSCPA Conference	6/10/2010	1	2	521020	N	37.500	369.100	HOME
0420732	Smith,Joe	00008051	2010 NDSCPA Conference	6/10/2010	1	3	521030	N	193.000	369.100	HOME
0418042	Smith,Jane	00008059	ARRA Training in Denver	6/16/2010	1	1	521075	N	317.000	573.200	HOME
0418042	Smith,Jane	00008059	ARRA Training in Denver	6/16/2010	1	2	521080	N	145.200	573.200	HOME
0418042	Smith,Jane	00008059	ARRA Training in Denver	6/16/2010	1	3	521085	N	65.000	573.200	HOME
0418042	Smith,Jane	00008059	ARRA Training in Denver	6/16/2010	1	4	521070	N	46.000	573.200	HOME
7999999	Fictitious Employee	00008068	Stipend for conference March 3	7/6/2010	1	1	611025	N	25.000	25.000	HOME
7999999	Fictitious Employee	00008069	2-day conference	7/15/2010	1	1	521075	N	227.000	427.000	HOME
7999999	Fictitious Employee	00008069	2-day conference	7/15/2010	1	2	521080	N	100.000	427.000	HOME
7999999	Fictitious Employee	00008069	2-day conference	7/15/2010	1	3	611025	N	100.000	427.000	HOME



Training Guide

Module 3 – 1099 Vendor Reporting

Navigation: Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

Withholding Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

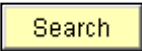
Limit the number of results to (up to 300):

Vendor SetID: =

Vendor ID: begins with

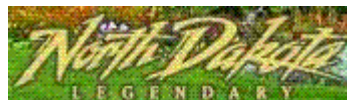
Vendor Location: begins with

[Basic Search](#) [Save Search Criteria](#)

Step	Action
1.	Since those payments to "Fictitious Employee" were made on the <u>HOME</u> location, you will not be able to make them reportable - you will need to enter a withholding adjustment instead. To access the Withholding Adjustment page, navigate to the Vendors > 1099/Global Withholding > Maintain > Adjust Withholding link.
2.	Make sure that the Vendor SetID is always "SHARE."
3.	Enter the employee's vendor number into the Vendor ID field.
4.	Click the Search button. 

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 7999999 1099 Fictitious Employee

Search Criteria

Business Unit:

Entity: Jurisdiction: Start Date:

Type: Class: End Date: Search

Adjustments

Customize Find View All First 1 of 1 Last

Main Information Transaction Info Adjustment Reason

Business Unit	Entity	Type	Jurisdiction	Class	Rule
Legacy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Notify Refresh

Step	Action
5.	<p>IMPORTANT: If no results display for your vendor number, or if the system does not take you to this screen, it means that a reportable location has not been set up for your employee.</p> <p>Stop right here and enter a Vendor Request through the Vendor Registry Work Request System to request that a "1099 Location" be added to this vendor. You will need to supply the individual's Social Security Number and the withholding class needed (i.e., 07, 03, or 01) in the field that states "Withholding Code."</p>



Training Guide

Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Favorites ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 7999999 1099 Fictitious Employee

Search Criteria

Business Unit: 11000

Entity: Jurisdiction: Start Date: Type: Class: End Date: Search

Adjustments

Customize Find View All First 1 of 1 Last

Main Information Transaction Info Adjustment Reason

	'Business Unit'	'Entity'	'Type'	'Jurisdiction'	'Class'	'Rule'
Legacy						

Save Return to Search Notify Refresh

Step	Action
6.	<p>Make sure that your business unit fills in correctly on top.</p> <p>If this is the first time you have used Withholding Adjustments, click the Customize link and follow the directions on pages 104-110 of 3.5.1 - Split Reporting on Invoice Lines.</p>

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 7999999 1099 Fictitious Employee

Search Criteria

Business Unit: 11000

Entity: Jurisdiction: Start Date: End Date:


Type: Class: Search

Adjustments Customize Find View All First 1 of 1 Last

Main Information Transaction Info Adjustment Reason

'Business Unit'	'Entity'	'Type'	'Jurisdiction'	'Class'	'Rule'
Legacy					

Save Return to Search Notify Refresh

Step	Action
7.	You will only have to customize your screen once, but you may have to click this Expand button each time you go into this Adjustment screen. Click the Show all columns button. 



Training Guide

Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndfr/EMPLOYEE/ERP/c/IMANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 7999999 1099 Fictitious Employee

Search Criteria

Business Unit: 11000

Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010 Search

Adjustments

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
Legacy							0.000	07/08/2010	07/08/2010	

Save Return to Search Notify Refresh

Step	Action
8.	Enter the entire current calendar year – or the calendar year you are reporting - on this page. .
9.	Click the Search button. <div>Search</div>

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | http

Withhold Adjustments

Vendor: SHARE 7999999 1099 Fictitious Employee

Search Criteria

Business Unit: 11000

Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010 Search

Adjustments

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
Legacy	11000	irs	1099	fed			0.000	07/08/2010	07/08/2010	

Save Return to Search Notify Refresh

Step	Action
10.	You will not see any activity on this page unless you have made payments to this employee's 1099 location previously this year. Enter your Business Unit in the first field.
11.	Always enter " irs " into the Entity field.
12.	Always enter " 1099 " into the Type field.
13.	Always enter " fed " into the Jurisdiction field.
14.	To make sure the correct withholding class is set up for this location, click the Look up Class (Alt+5) button.



Training Guide

Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Look Up Class

Vendor SetID: SHARE
Vendor ID: 7999999
Vendor Location: 1099
Withholding Entity: IRS
Withholding Jurisdiction: FED
Withholding Type: 1099
Withholding Class: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1 of 1 Last

Withholding Class Description
07 Non-Employee Compensation

Step	Action
15.	Stipends are reported as earned income for services, so the 07 link is correct in this example.

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 7999999 1099 Fictitious Employee

Search Criteria

Business Unit: 11000


Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010 Search

Adjustments

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
Legacy	11000	IRS	1099	FED	07			07/08/2010	07/08/2010	

Save Return to Search Notify Refresh

Step	Action
16.	Click the Look up Rule (Alt+5) button next. 



Training Guide

Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Look Up Rule

Main Content

Withholding Entity: IRS
Withholding Type: 1099
Withholding Class: 07
Withholding Rule: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-3 of 3 Last

Withholding Rule	Description
RULE0	Zero Percent Withholding rule
RULE0	Zero Percent Withholding rule
RULE1	1099 Standard Rule

Step	Action
17.	OMB always uses the top "RULE0." Click that RULE0 link. RULE0

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Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Withhold Adjustments

Vendor: SHARE 7999999 1099 Fictitious Employee

Search Criteria

Business Unit: 11000

Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010 Search

Adjustments

Business Unit	Entity	Type	Jurisdiction	Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
Legacy	11000	IRS	1099	FED	07	RULE0	25.00	07/08/2010	07/08/2010

Save Return to Search Notify Refresh

Step	Action
18.	Only enter the reportable amount in the Basis Amt field.
19.	Enter either the Invoice Date or the Payment Date of the voucher into the Payment Date field.



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Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

99 Fictitious Employee


ction: Start Date: 01/01/2010 End Date: 12/31/2010 Search

Customize Find View All First 1 of 1 Last

Type	Jurisdiction	Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
1099	FED	07	RULE0	25.00	07/06/2010	07/08/2010	voucher #8068-wrong location

Refresh

Start Adjust Withholding - ...

Step	Action
20.	Enter a Description that will provide an audit trail back to the original payment.
21.	Since we have two vouchers to enter on this screen, click the Add a new row at row 1 (Alt+7) button. 

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Adjustments

7999999 1099 Fictitious Employee

000

Jurisdiction: Start Date: 01/01/2010


Class: End Date: 12/31/2010 Search

Customize | Find | View All | First

*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
11000	IRS	1099	FED	07	RULE0	25.00	07/06/2010	07/06/2010	voucher #8068-wrong location
11000	IRS	1099	FED			0.00	07/08/2010	07/08/2010	

Main Content

to Search Notify Refresh

Step	Action
22.	<p>All fields on this line need to be filled in with the same information until you get to the class. The withholding class used will depend upon each unique payment. Click the Look up Class (Alt+5) button.</p> 



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Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Favorites ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

****NDFT****

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Look Up Class

Vendor SetID: SHARE
Vendor ID: 7999999
Vendor Location: 1099
Withholding Entity: IRS
Withholding Jurisdiction: FED
Withholding Type: 1099
Withholding Class: begins with

Look Up Clear Cancel Basic Lookup

Look up (Alt+1)

Search Results

View All First 1 of 1 Last

Withholding Class Description
07 Non-Employee Compensation

Step	Action
23.	The second voucher contains a stipend as well, so using the 07 link is accurate.

Training Guide

Module 3 – 1099 Vendor Reporting



Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Favorites ConnectND Operational Env... Suggested Sites Web Slice Gallery

Adjust Withholding

****NDFT****

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Adjustments

7999999 1099 Fictitious Employee

000

Jurisdiction: Start Date: 01/01/2010

Class: End Date: 12/31/2010 Search

Customize Find View All First

Business Unit	Entity	Type	Jurisdiction	Class	Rule	Basis Amt	Payment Date	Declaration Date	Description
11000	IRS	1099	FED	07	RULE0	25.00	07/06/2010	07/06/2010	voucher #8068-wrong location
11000	IRS	1099	FED	07		0.00	07/08/2010	07/08/2010	

Main Content to Search Notify Refresh

Start Adjust Withholding - ...

Step	Action
24.	REMEMBER: Only the reportable amount of the payment gets entered on this screen. In our example (see the table below), a voucher had three distribution lines, but only one of them was reportable; the other two lines were travel reimbursements.

Vendor ID	Vendor Name	Voucher	Distrib Line	Account	Line Amount	Gross Amount
7999999	Fictitious Employee	00008069	1	521075	227.00	427.00
			2	521080	100.00	
			3	611025	100.00	



Training Guide

Module 3 – 1099 Vendor Reporting

Adjust Withholding - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_ADJUSTMENT.GE

File Edit View Favorites Tools Help

Adjust Withholding

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page help

Withhold Adjustments

Vendor: SHARE 7999999 1099 Fictitious Employee

Search Criteria

Business Unit: 11000


Entity: Jurisdiction: Start Date: 01/01/2010

Type: Class: End Date: 12/31/2010 Search

Adjustments

	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	Basis Amt	Payment Date	Declaration Date	Description
Legacy	11000	IRS	1099	FED	07	RULE0	25.00	07/06/2010	07/06/2010	voucher #8068-wrong location
Legacy	11000	IRS	1099	FED	07	RULE0	100.00	07/15/2010	07/08/2010	voucher #8069-wrong location

Save Return to Search Notify Refresh

Step	Action
25.	In that case you would only enter "100.00" into the Basis Amt field for the reportable amount.
26.	Enter the Payment Date of that voucher
27.	Enter an appropriate Description .
28.	After you have entered all the entries for this employee, click the Save button. 

Training Guide

Module 3 – 1099 Vendor Reporting



Vendor Balance by Class - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_BAL_VNDR.GBL?...

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Vendor Balance by Class

NDFT

Home Worklist Add to Favorites Sign out

New Window Help

Vendor Balances by class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = share

Vendor ID: begins with 7999999

Vendor Location: begins with

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
29.	If you want to make sure your entries look correct, go to Vendors > 1099/Global Withholding > Review , then click the Vendor Balance by Class link. Since the correction was made on the Adjust Withholding page, the changes will show up immediately.
30.	The SetID must always be "SHARE." If this does not automatically populate, enter " share " into the SetID field.
31.	You can search for the vendor by name on this page or enter the vendor number, if you know it. To review the entries just made, you would enter " 7999999 " in the Vendor ID field.
32.	Click the Search button. <div>Search</div>



Training Guide

Module 3 – 1099 Vendor Reporting

Vendor Balance by Class - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_BAL_VNDR.GBL?...

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Vendor Balance by Class

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page help

Vendor Balance

SetID: SHARE Vendor: 7999999 Fictitious Employee Location: 1099

Payment

Start Date: 01/01/2010 End Date: 12/31/2010 Search

Business Units Find View All First 1 of 1 Last

Business Unit:

Withholding Balances				Customize	Find	View All	First	1 of 1	Last
Entity	Type	Jurisdiction	Class Description	Basis Amt	Liability Amt	Paid Amount	Currency		
				0.000	0.000	0.000			

Save Return to Search Notify

Step	Action
33.	Enter the date range of the entire calendar year in which the reporting takes place.
34.	Click the Search button. <div>Search</div>

Training Guide

Module 3 – 1099 Vendor Reporting



Vendor Balance by Class - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_WITHHOLDINGS.WTHD_BAL_VNDR.GBL?...

File Edit View Favorites Tools Help

Vendor Balance by Class

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Vendor Balance

SetID: SHARE Vendor: 7999999 Fictitious Employee Location: 1099

Payment

Main Content: 01/01/2010 End Date: 12/31/2010 Search

Business Units Find View All First 1 of 1 Last

Business Unit: 11000 Office of Management and Bdgt

Withholding Balances Customize Find View All First 1 of 1 Last

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099	FED	07	Non-Employee Compensation	125.000	0.000	0.000	USD

Save Return to Search Notify

Start Vendor Balance by Cl...

Step	Action
35.	The amounts show up correctly on this screen; \$25.00 from one voucher and only \$100 of the second voucher for \$427.00.
36.	The proper method of paying an employee a one-time stipend, honorarium, or rent is by first making sure the employee vendor has a 1099 reportable location set up on it. However, if an error is made, and the agency realizes that a reportable payment was made on an employee's HOME location, the previous steps show how you would fix the situation. End of Manual.